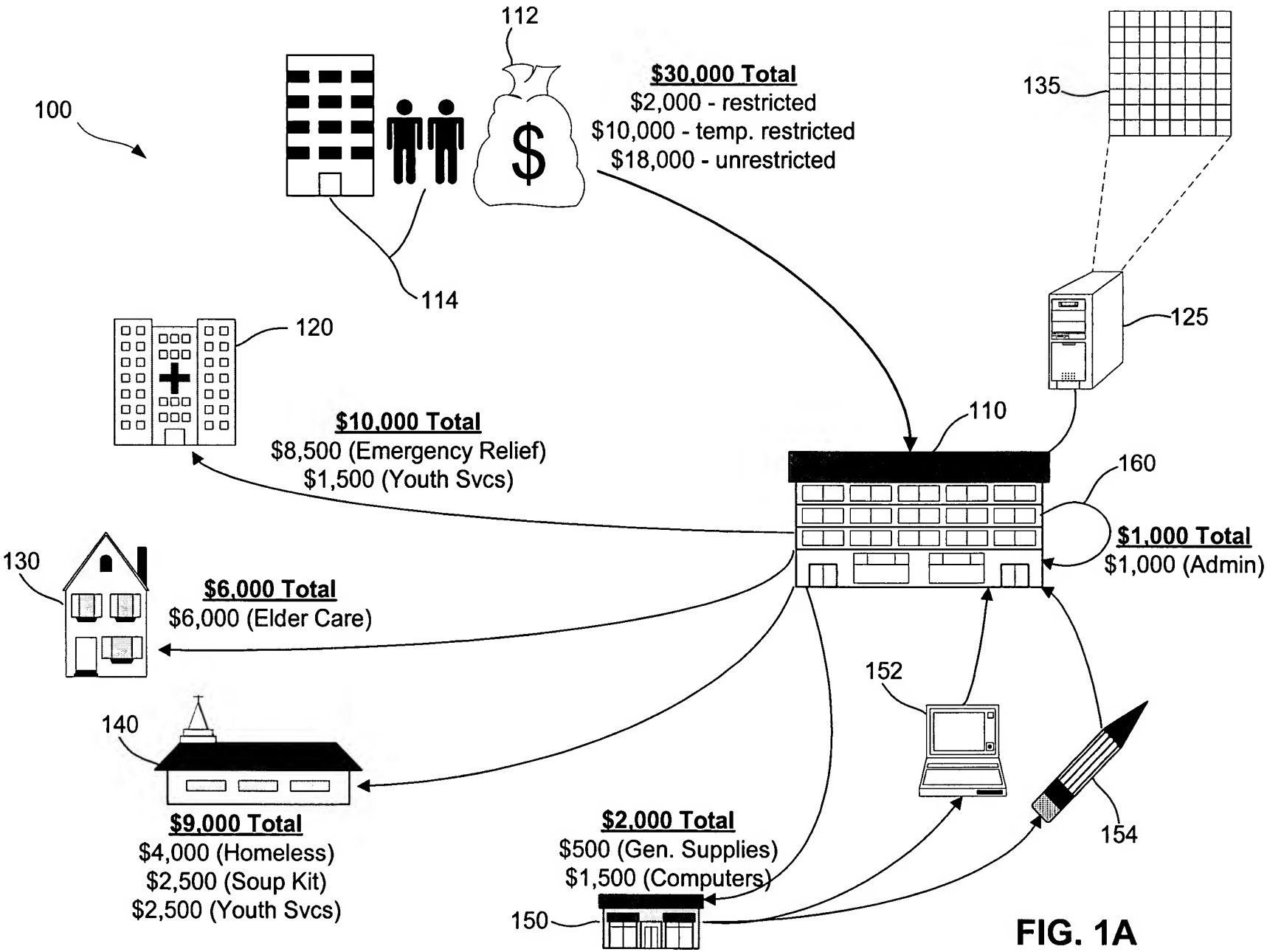

100
112
$30,000 Total
$2,000 - restricted
$10,000 - temp. restricted
$18,000 - unrestricted
135
114
120
125
$10,000 Total
$8,500 (Emergency Relief)
$1,500 (Youth Svcs)
110
160
$1,000 Total
$1,000 (Admin)
130
$6,000 Total
$6,000 (Elder Care)
152
140
$9,000 Total
$4,000 (Homeless)
$2,500 (Soup Kit)
$2,500 (Youth Svcs)
$2,000 Total
$500 (Gen. Supplies)
$1,500 (Computers)
154
150

FIG. 1A

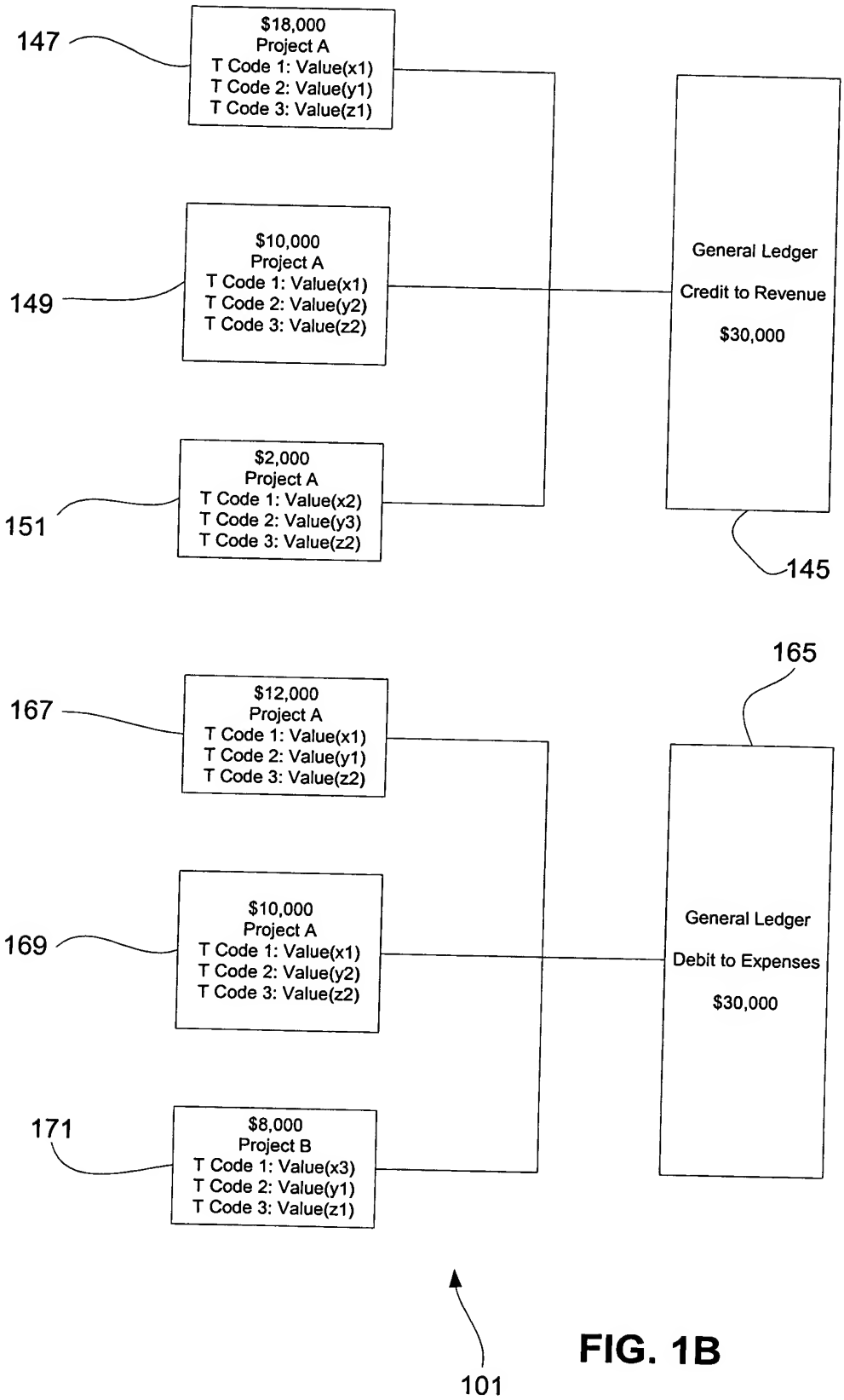

147
$18,000
Project A
T Code 1: Value(x1)
T Code 2: Value(y1)
T Code 3: Value(z1)
149
$10,000
Project A
T Code 1: Value(x1)
T Code 2: Value(y2)
T Code 3: Value(z2)
151
$2,000
Project A
T Code 1: Value(x2)
T Code 2: Value(y3)
T Code 3: Value(z2)
General Ledger
Credit to Revenue
$30,000
145
165
167
$12,000
Project A
T Code 1: Value(x1)
T Code 2: Value(y1)
T Code 3: Value(z2)
169
$10,000
Project A
T Code 1: Value(x1)
T Code 2: Value(y2)
T Code 3: Value(z2)
171
$8,000
Project B
T Code 1: Value(x3)
T Code 2: Value(y1)
T Code 3: Value(z1)
General Ledger
Debit to Expenses
$30,000
101

FIG. 1B

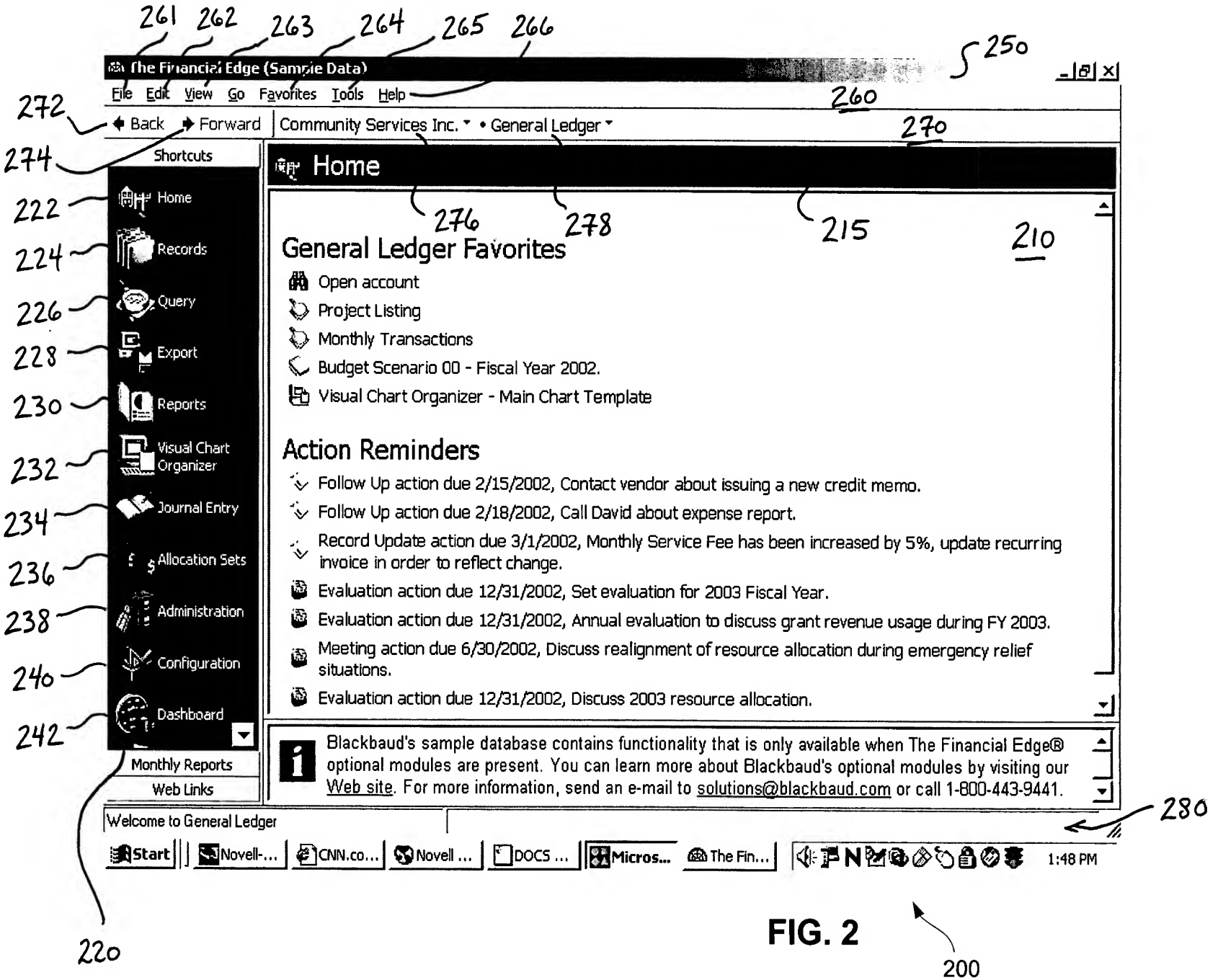

261
262
263
264
265
266
250
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
260
272
Back Forward
Community Services Inc. • General Ledger
270
274
Shortcuts
Home
222
Records
224
Query
226
Export
228
Reports
230
Visual Chart Organizer
232
Journal Entry
234
Allocation Sets
236
Administration
238
Configuration
240
Dashboard
242
Monthly Reports
Web Links
220
Home
276
278
215
210
General Ledger Favorites
Open account
Project Listing
Monthly Transactions
Budget Scenario 00 - Fiscal Year 2002.
Visual Chart Organizer - Main Chart Template
Action Reminders
Follow Up action due 2/15/2002, Contact vendor about issuing a new credit memo.
Follow Up action due 2/18/2002, Call David about expense report.
Record Update action due 3/1/2002, Monthly Service Fee has been increased by 5%, update recurring invoice in order to reflect change.
Evaluation action due 12/31/2002, Set evaluation for 2003 Fiscal Year.
Evaluation action due 12/31/2002, Annual evaluation to discuss grant revenue usage during FY 2003.
Meeting action due 6/30/2002, Discuss realignment of resource allocation during emergency relief situations.
Evaluation action due 12/31/2002, Discuss 2003 resource allocation.
Blackbaud's sample database contains functionality that is only available when The Financial Edge® optional modules are present. You can learn more about Blackbaud's optional modules by visiting our Web site. For more information, send an e-mail to solutions@blackbaud.com or call 1-800-443-9441.
280
Welcome to General Ledger
Start
Novell-...
CNN.co...
Novell ...
DOCS ...
Micros...
The Fin...
1:48 PM

FIG. 2

200

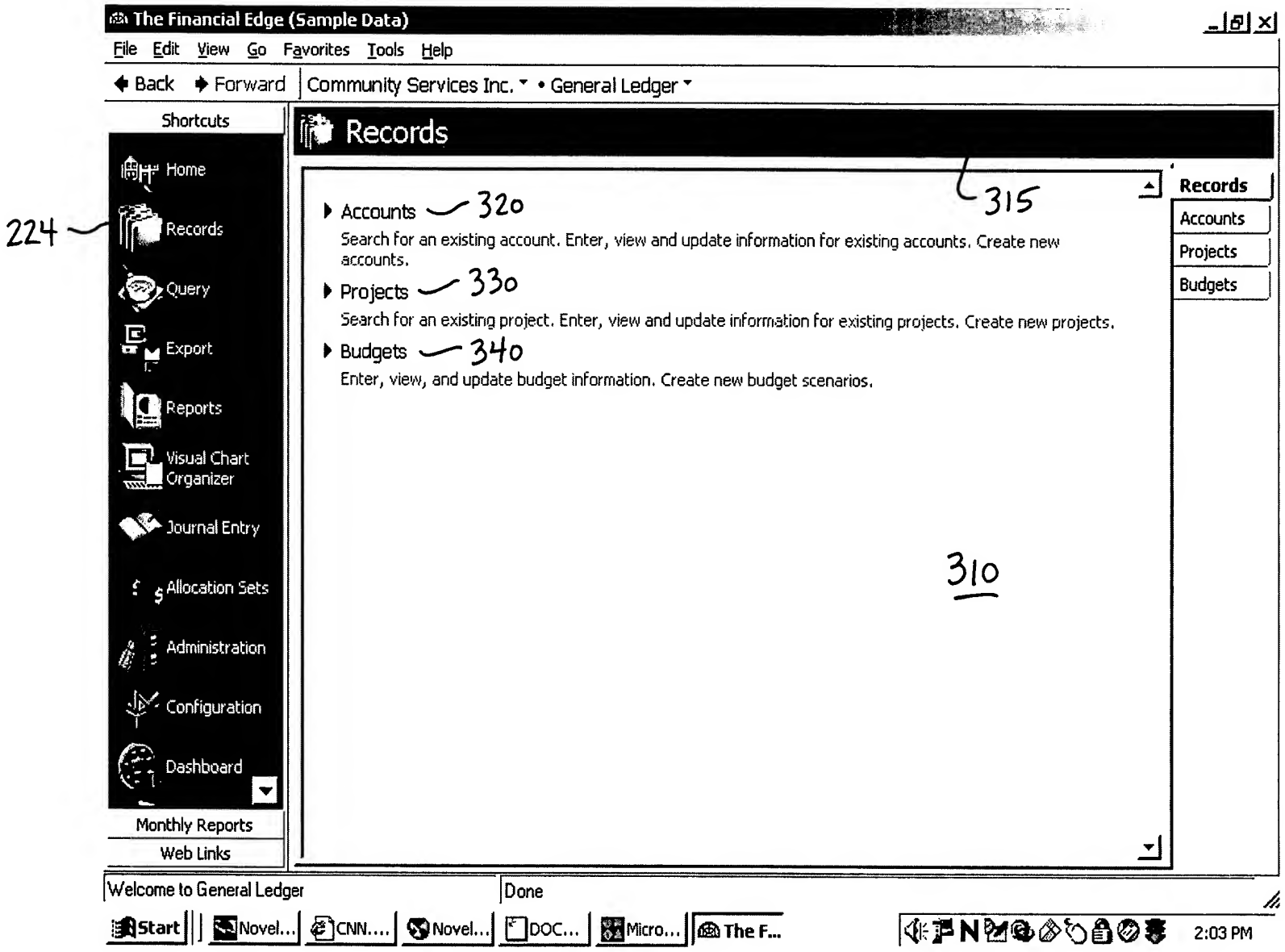

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
224
Records
315
Accounts 320
Search for an existing account. Enter, view and update information for existing accounts. Create new accounts.
Projects 330
Search for an existing project. Enter, view and update information for existing projects. Create new projects.
Budgets 340
Enter, view, and update budget information. Create new budget scenarios.
310
Records
Accounts
Projects
Budgets
Welcome to General Ledger
Done
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
2:03 PM
300

FIG. 3

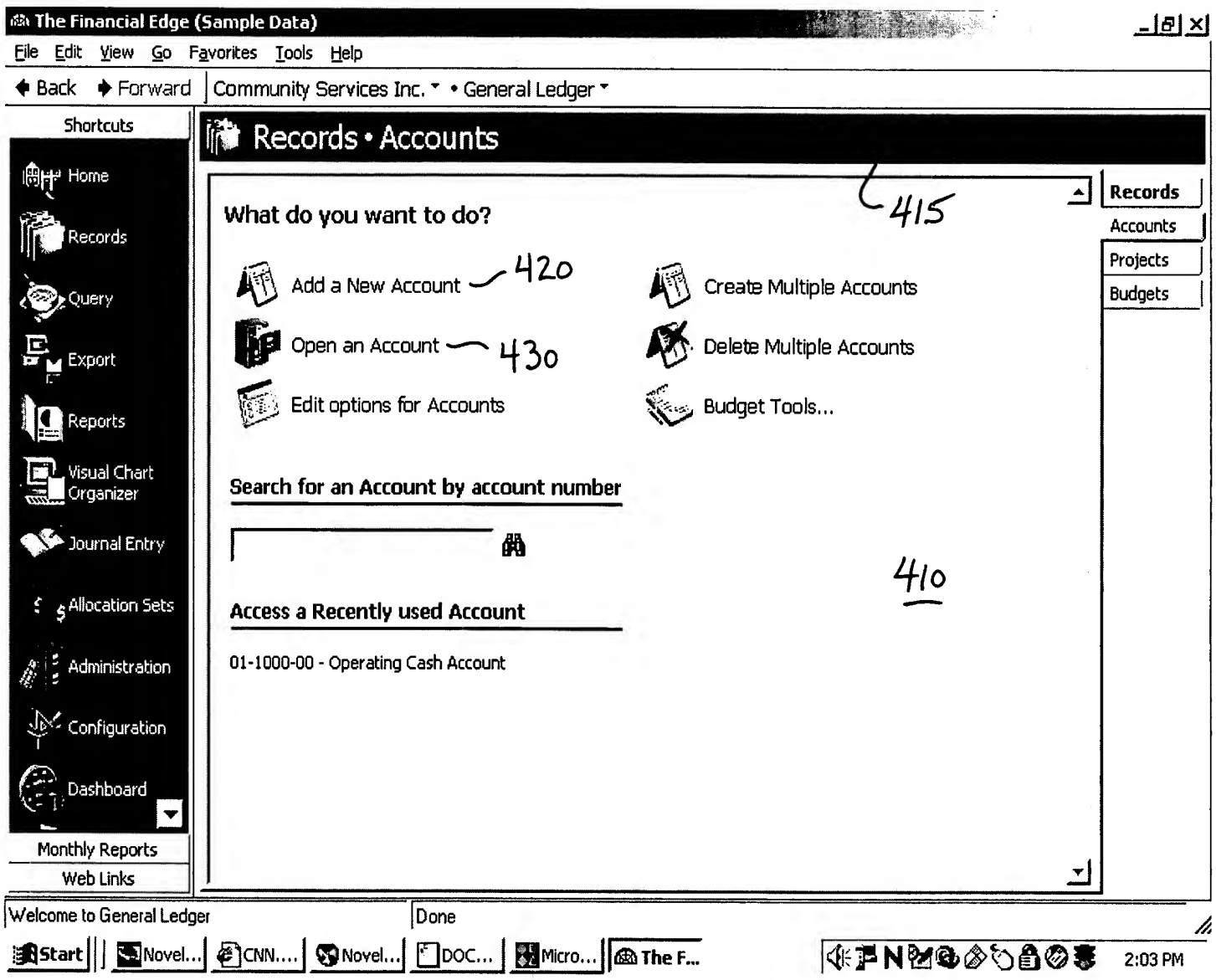

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Records • Accounts
415
What do you want to do?
Add a New Account
420
Create Multiple Accounts
Open an Account
430
Delete Multiple Accounts
Edit options for Accounts
Budget Tools...
Search for an Account by account number
410
Access a Recently used Account
01-1000-00 - Operating Cash Account
Records
Accounts
Projects
Budgets
Welcome to General Ledger
Done
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
2:03 PM

FIG. 4

400

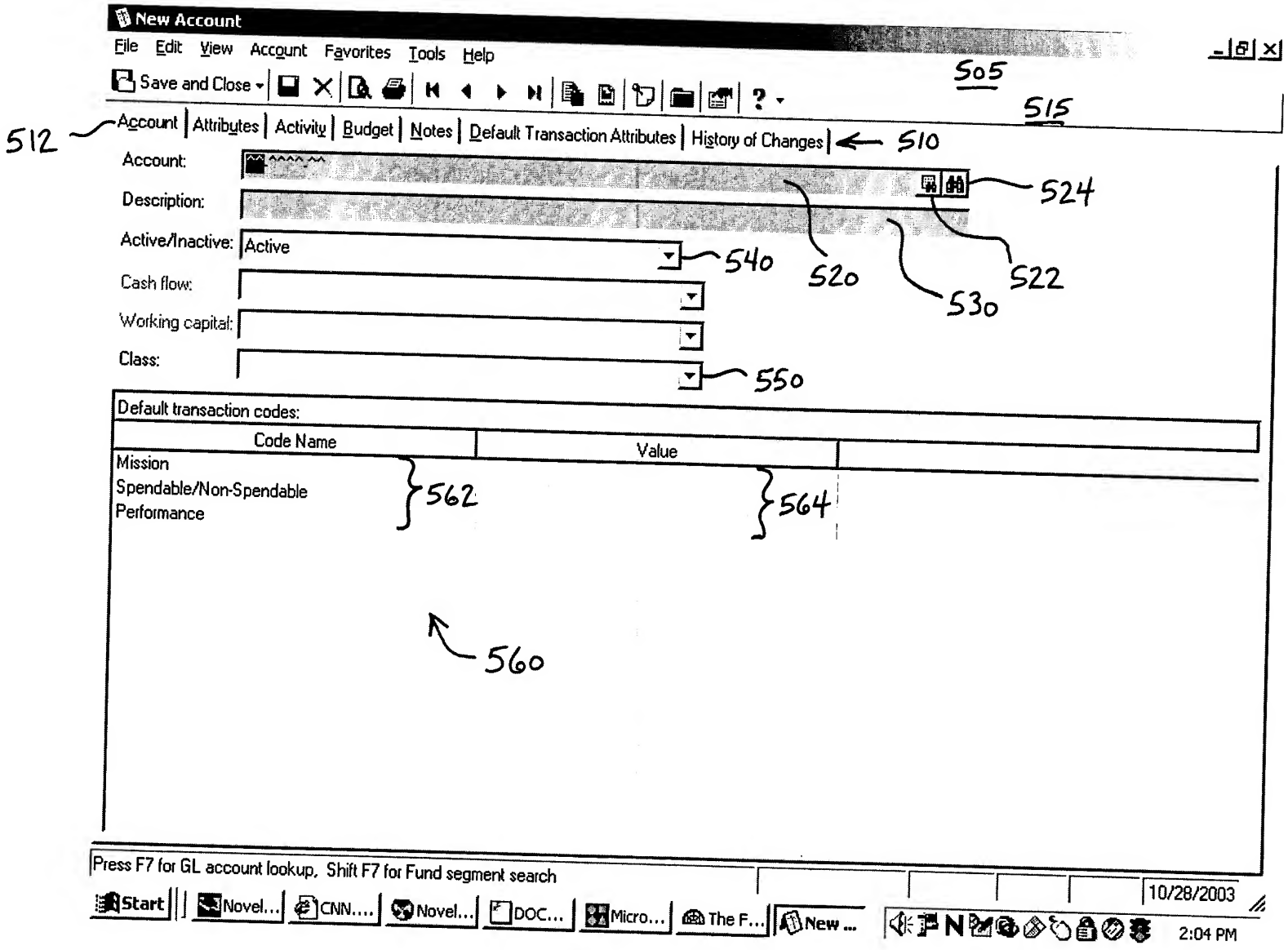

New Account
File Edit View Account Favorites Tools Help
Save and Close
505
515
512
Account | Attributes | Activity | Budget | Notes | Default Transaction Attributes | History of Changes
510
Account:
Description:
524
Active/Inactive: Active
540
520
522
530
Cash flow:
Working capital:
Class:
550
Default transaction codes:
Code Name
Value
Mission
Spendable/Non-Spendable
Performance
562
564
560
Press F7 for GL account lookup, Shift F7 for Fund segment search
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
New ...
10/28/2003
2:04 PM

FIG. 5

500

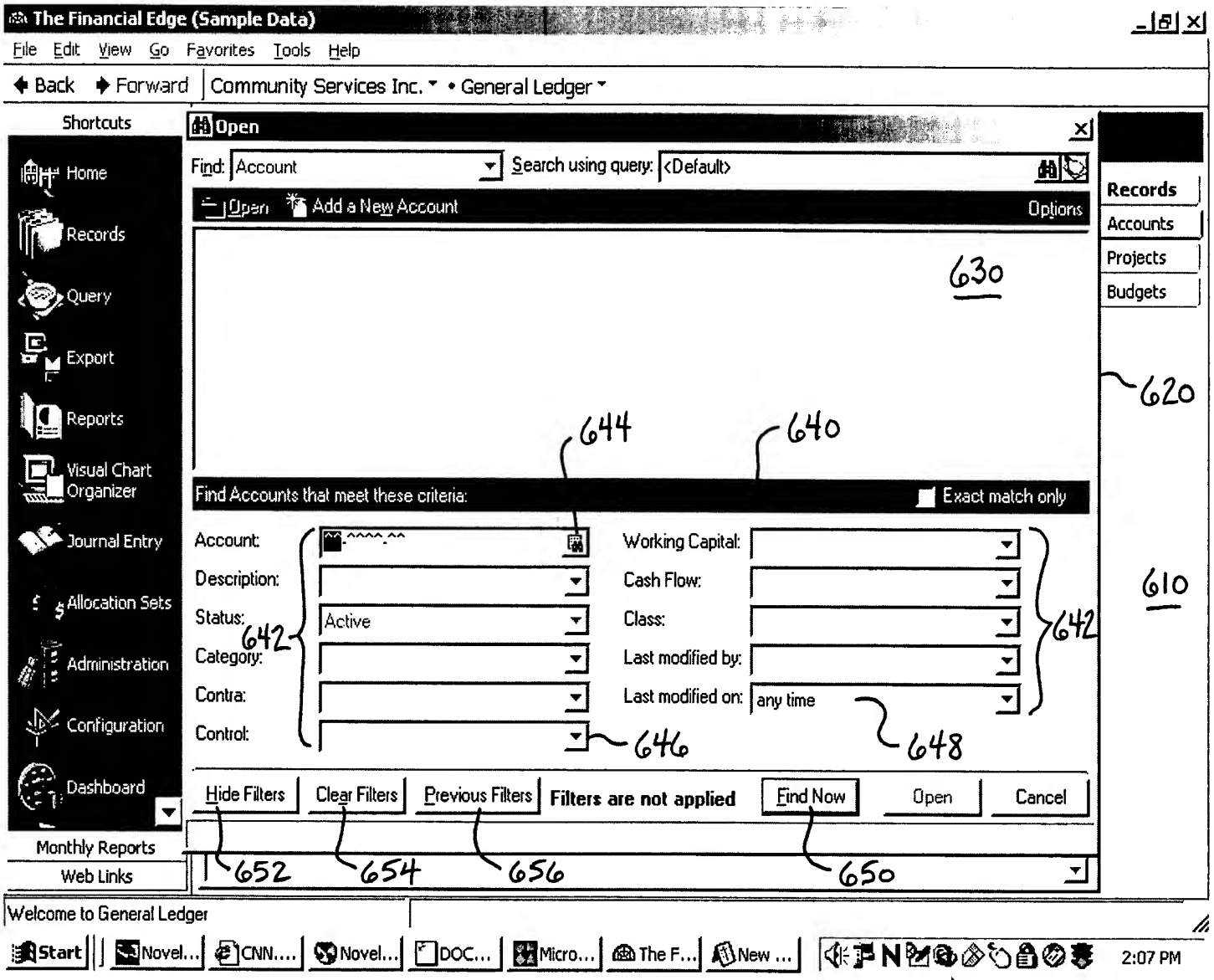

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Open
Find: Account
Search using query: <Default>
Open
Add a New Account
Options
630
620
644
640
Find Accounts that meet these criteria:
Exact match only
Account:
Description:
Status: Active
Category:
Contra:
Control:
642
Working Capital:
Cash Flow:
Class:
Last modified by:
Last modified on: any time
642
610
646
648
Hide Filters
Clear Filters
Previous Filters
Filters are not applied
Find Now
Open
Cancel
652
654
656
650
Records
Accounts
Projects
Budgets
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
New ...
2:07 PM

FIG. 6A

600

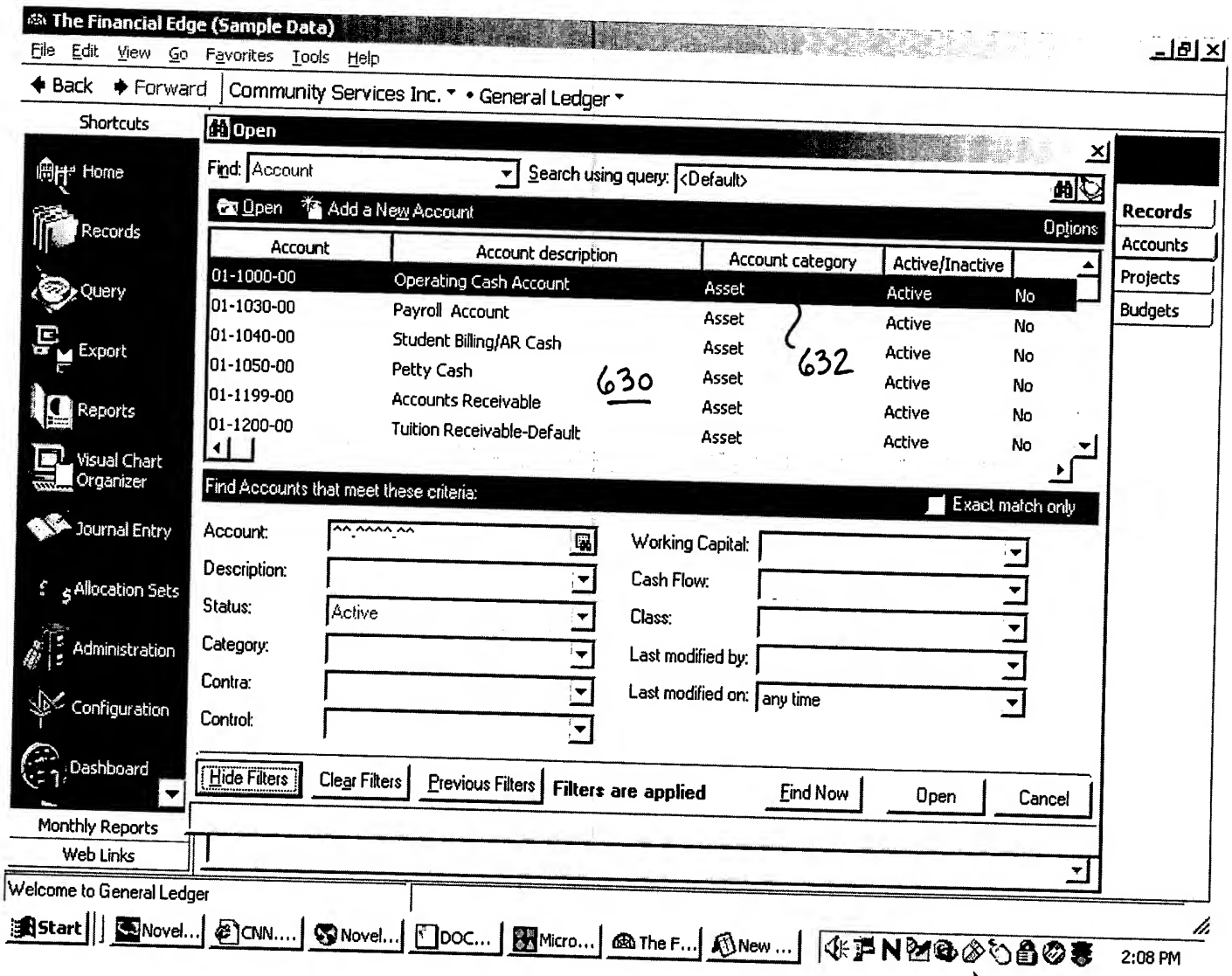

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Open
Find: Account
Search using query: <Default>
Open
Add a New Account
Options
Account
Account description
Account category
Active/Inactive
01-1000-00 Operating Cash Account Asset Active No
01-1030-00 Payroll Account Asset Active No
01-1040-00 Student Billing/AR Cash Asset Active No
01-1050-00 Petty Cash Asset Active No
01-1199-00 Accounts Receivable Asset Active No
01-1200-00 Tuition Receivable-Default Asset Active No
630
632
Find Accounts that meet these criteria:
Exact match only
Account:
Description:
Status: Active
Category:
Contra:
Control:
Working Capital:
Cash Flow:
Class:
Last modified by:
Last modified on: any time
Hide Filters
Clear Filters
Previous Filters
Filters are applied
Find Now
Open
Cancel
Records
Accounts
Projects
Budgets
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
New ...
2:08 PM

FIG. 6B

600

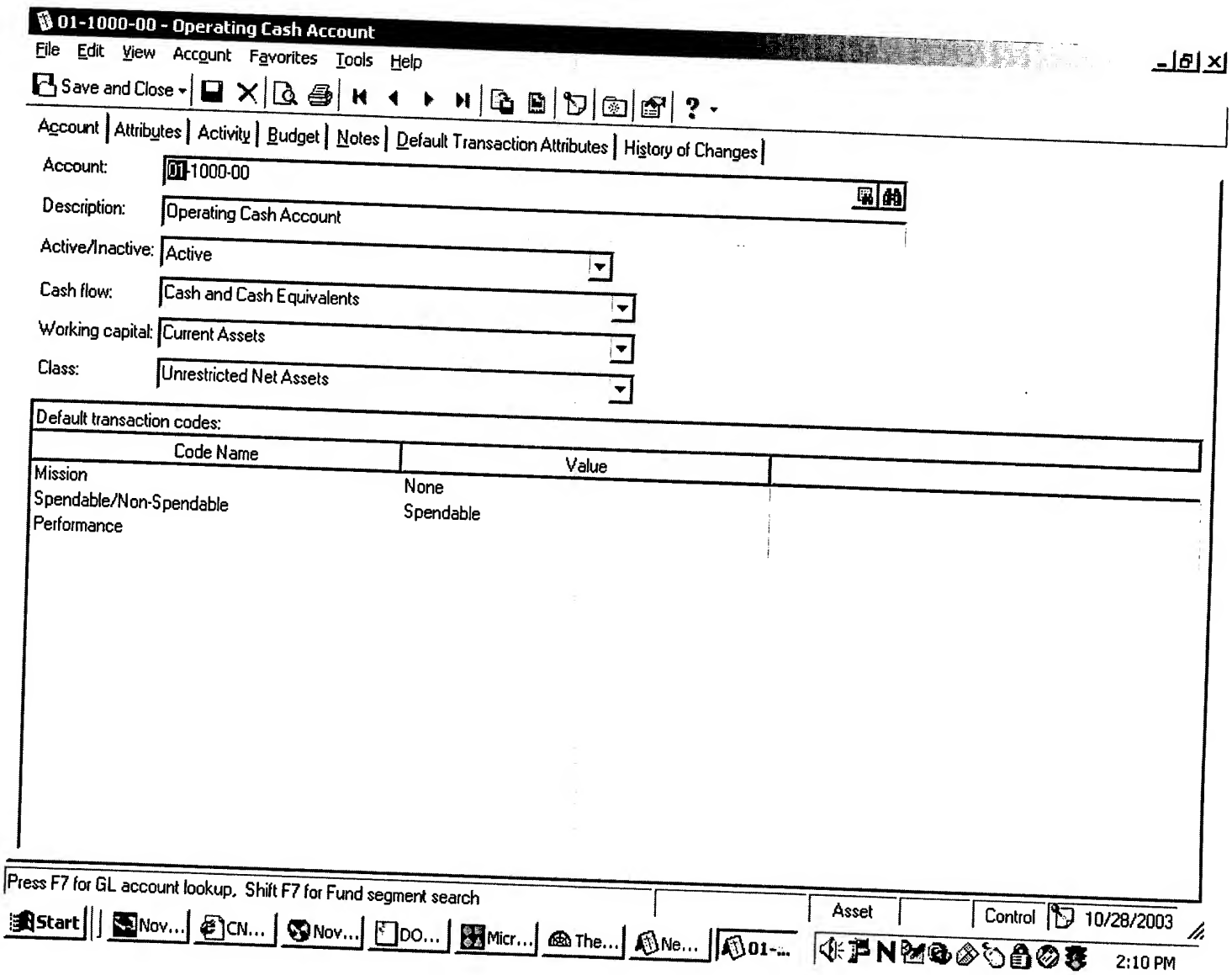

01-1000-00 - Operating Cash Account
File Edit View Account Favorites Tools Help
Save and Close
Account Attributes Activity Budget Notes Default Transaction Attributes History of Changes
Account: 01-1000-00
Description: Operating Cash Account
Active/Inactive: Active
Cash flow: Cash and Cash Equivalents
Working capital: Current Assets
Class: Unrestricted Net Assets
Default transaction codes:
Code Name
Value
Mission
None
Spendable/Non-Spendable
Spendable
Performance
Press F7 for GL account lookup. Shift F7 for Fund segment search
Asset
Control
10/28/2003
Start
Nov...
CN...
Nov...
DO...
Micr...
The...
Ne...
01-...
2:10 PM

FIG. 6C

670

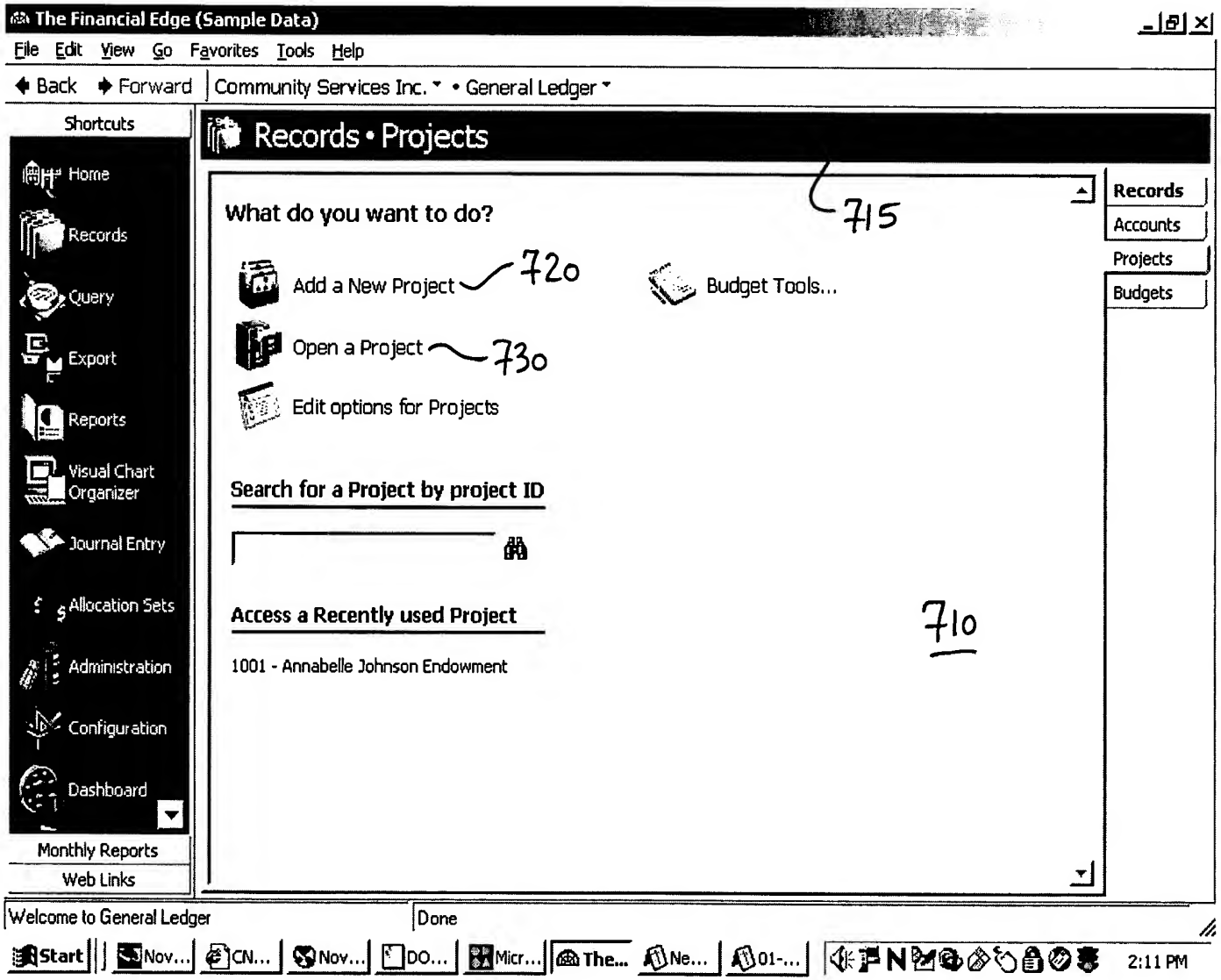

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Records • Projects
What do you want to do?
715
Add a New Project
720
Budget Tools...
Open a Project
730
Edit options for Projects
Search for a Project by project ID
Access a Recently used Project
1001 - Annabelle Johnson Endowment
710
Records
Accounts
Projects
Budgets
Welcome to General Ledger
Done
Start
2:11 PM

FIG. 7A

700

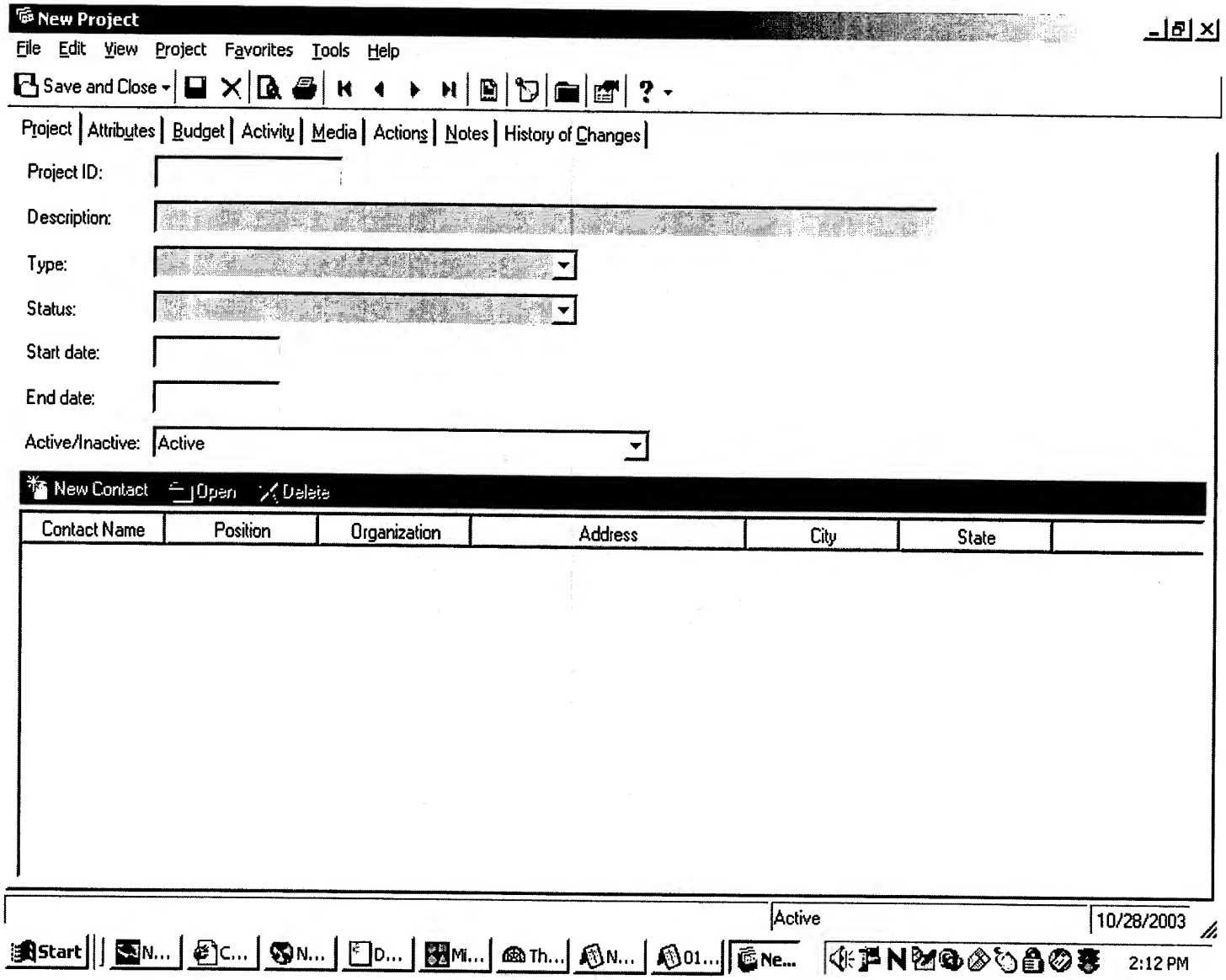

New Project
File Edit View Project Favorites Tools Help
Save and Close
Project Attributes Budget Activity Media Actions Notes History of Changes
Project ID:
Description:
Type:
Status:
Start date:
End date:
Active/Inactive: Active
New Contact Open Delete
Contact Name Position Organization Address City State
Active
10/28/2003
Start
2:12 PM
740

FIG. 7B

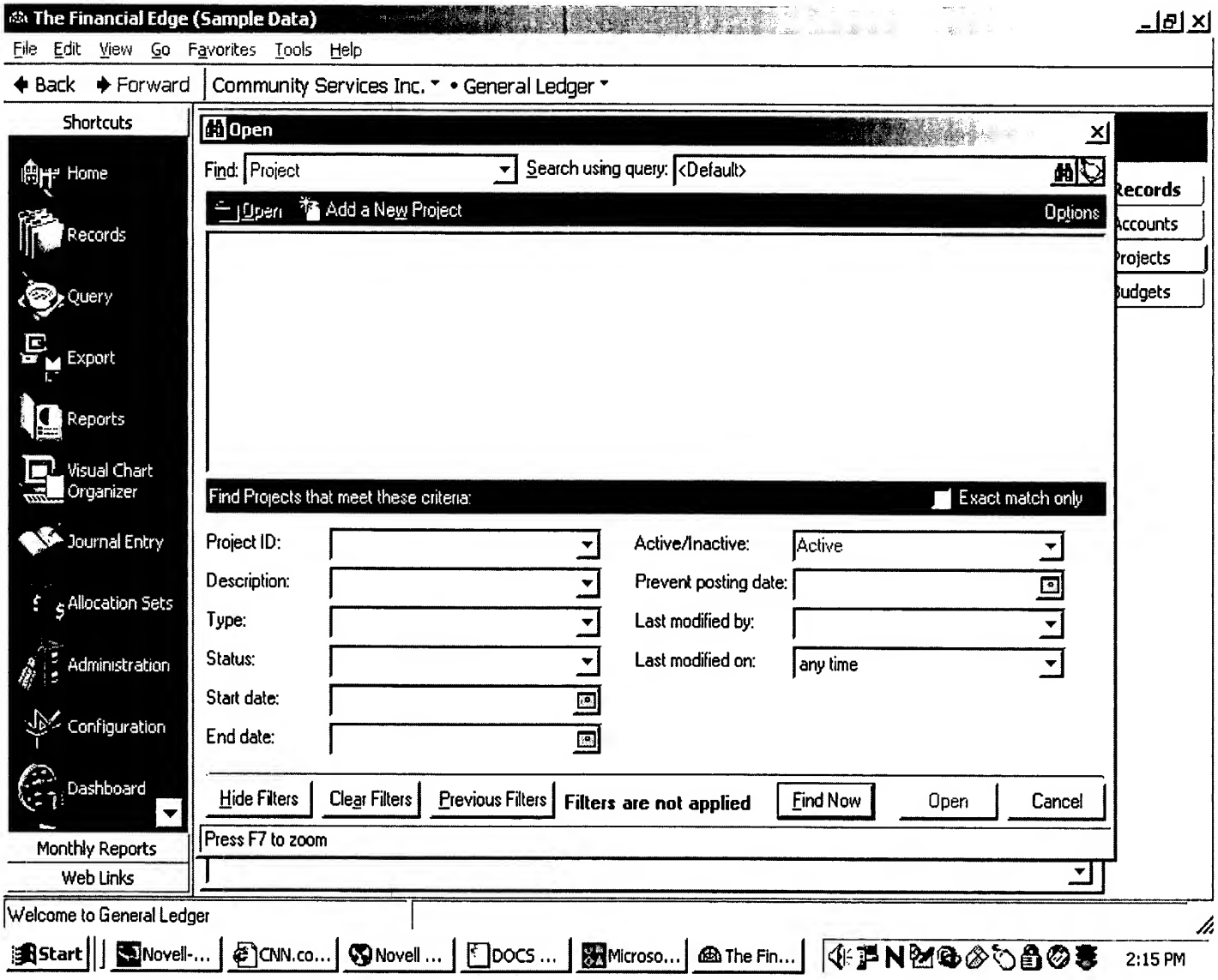

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Open
Find: Project
Search using query: <Default>
Open
Add a New Project
Options
Find Projects that meet these criteria:
Exact match only
Project ID:
Description:
Type:
Status:
Start date:
End date:
Active/Inactive: Active
Prevent posting date:
Last modified by:
Last modified on: any time
Hide Filters
Clear Filters
Previous Filters
Filters are not applied
Find Now
Open
Cancel
Press F7 to zoom
Records
Accounts
Projects
Budgets
Welcome to General Ledger
Start
Novell-...
CNN.co...
Novell ...
DOCS ...
Microso...
The Fin...
2:15 PM

FIG. 7C

750

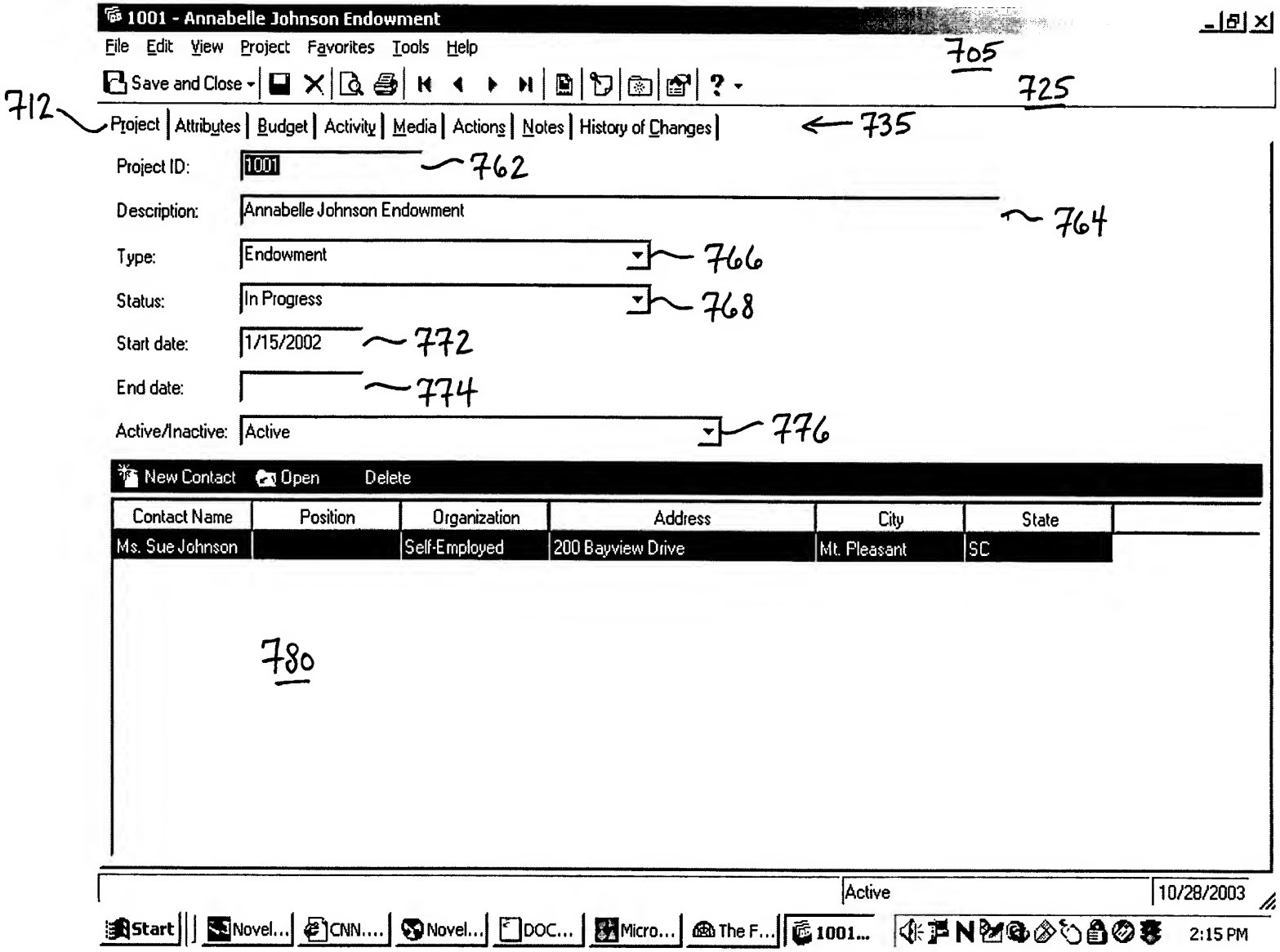

1001 - Annabelle Johnson Endowment
File Edit View Project Favorites Tools Help
705
Save and Close
725
712
Project | Attributes | Budget | Activity | Media | Actions | Notes | History of Changes
735
Project ID: 1001
762
Description: Annabelle Johnson Endowment
764
Type: Endowment
766
Status: In Progress
768
Start date: 1/15/2002
772
End date:
774
Active/Inactive: Active
776
New Contact Open Delete
Contact Name | Position | Organization | Address | City | State
Ms. Sue Johnson | | Self-Employed | 200 Bayview Drive | Mt. Pleasant | SC
780
Active
10/28/2003
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
1001...
2:15 PM
760

FIG. 7D

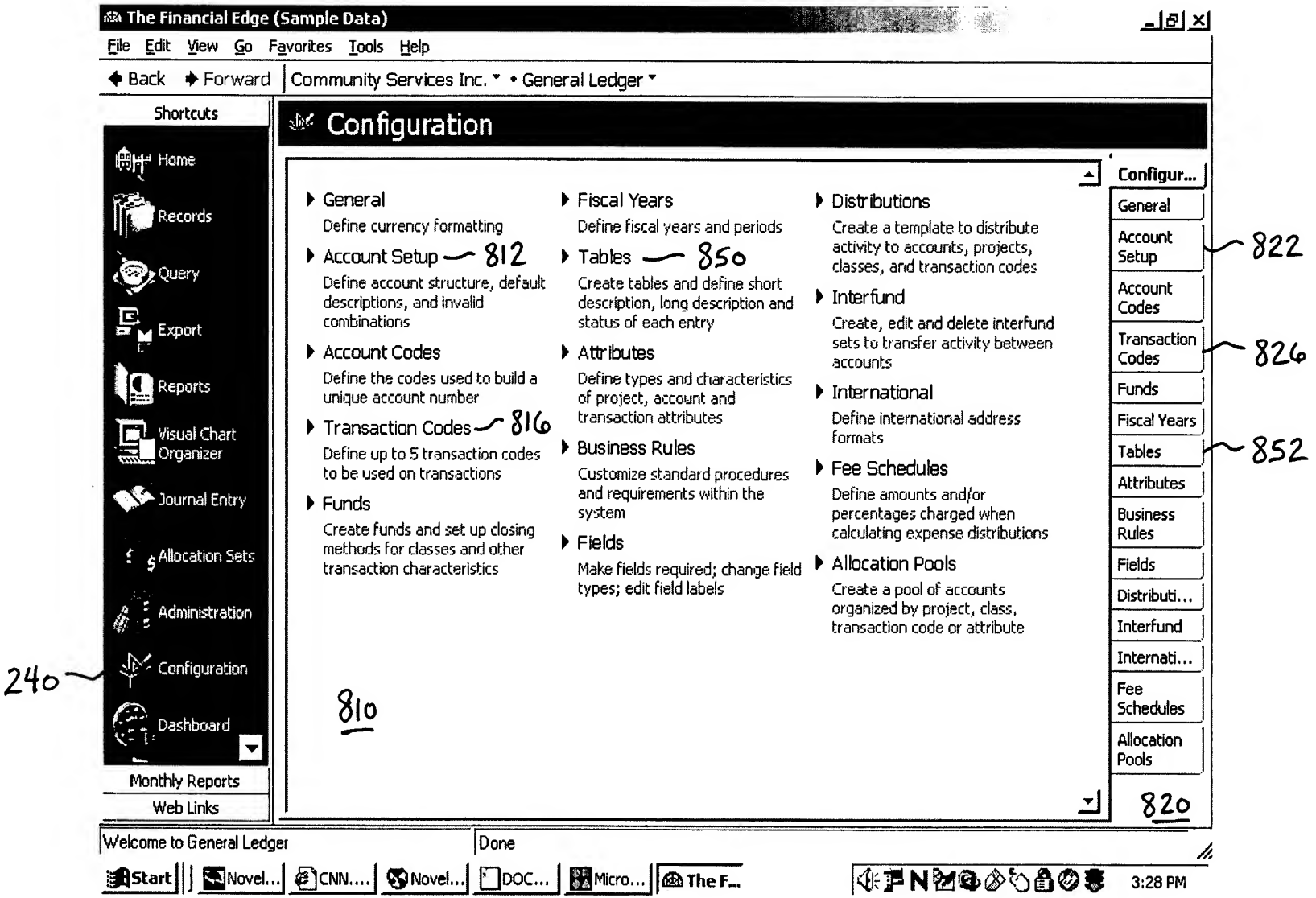

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
240
Configuration
General
Define currency formatting
Account Setup
812
Define account structure, default descriptions, and invalid combinations
Account Codes
Define the codes used to build a unique account number
Transaction Codes
816
Define up to 5 transaction codes to be used on transactions
Funds
Create funds and set up closing methods for classes and other transaction characteristics
Fiscal Years
Define fiscal years and periods
Tables
850
Create tables and define short description, long description and status of each entry
Attributes
Define types and characteristics of project, account and transaction attributes
Business Rules
Customize standard procedures and requirements within the system
Fields
Make fields required; change field types; edit field labels
Distributions
Create a template to distribute activity to accounts, projects, classes, and transaction codes
Interfund
Create, edit and delete interfund sets to transfer activity between accounts
International
Define international address formats
Fee Schedules
Define amounts and/or percentages charged when calculating expense distributions
Allocation Pools
Create a pool of accounts organized by project, class, transaction code or attribute
810
Configur...
General
Account Setup
822
Account Codes
Transaction Codes
826
Funds
Fiscal Years
Tables
852
Attributes
Business Rules
Fields
Distributi...
Interfund
Internati...
Fee Schedules
Allocation Pools
820
Welcome to General Ledger
Done
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:28 PM
800

FIG. 8

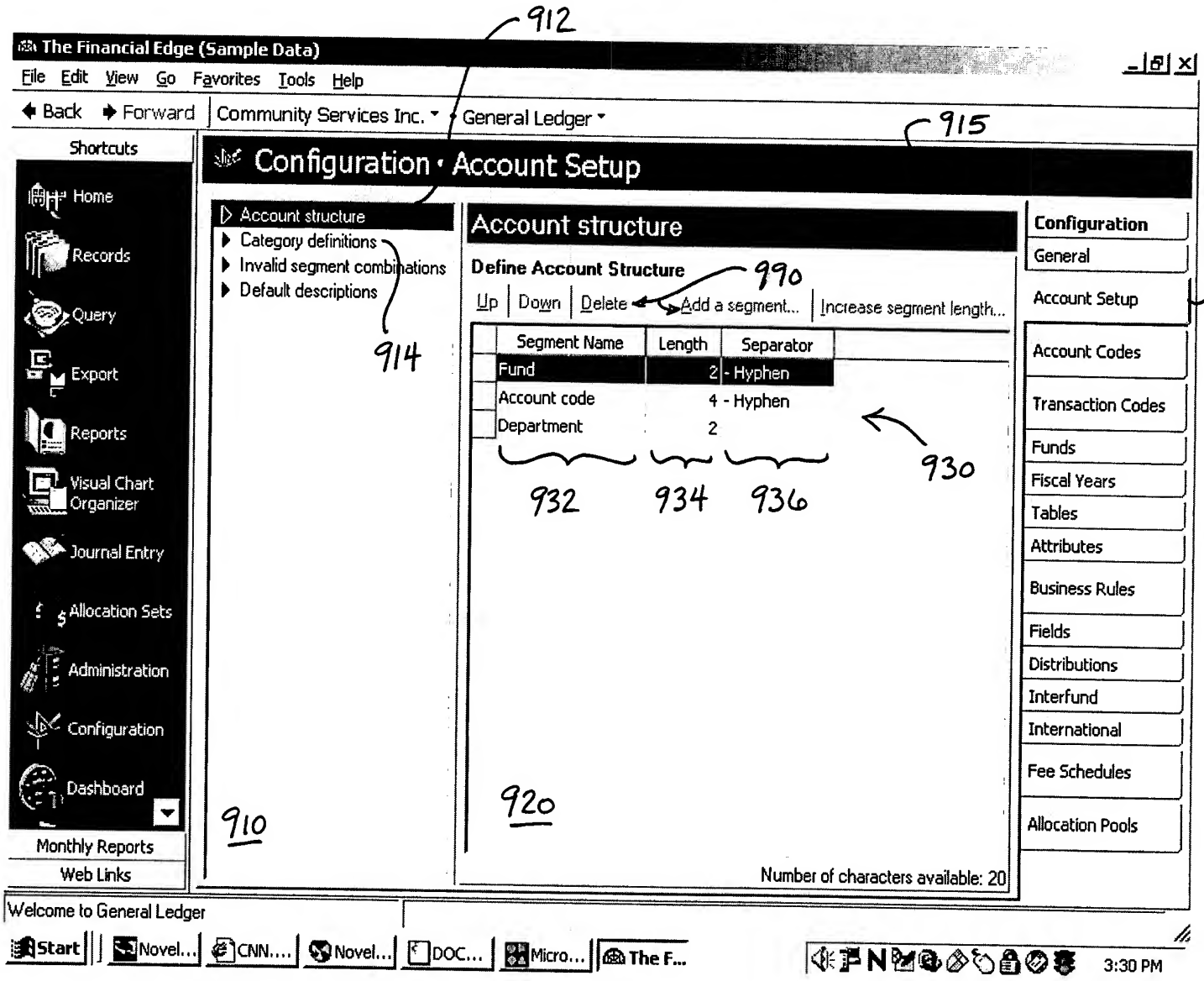

912
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward
Community Services Inc.
General Ledger
915
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Account Setup
Account structure
Category definitions
Invalid segment combinations
Default descriptions
914
910
Account structure
Define Account Structure
990
Up
Down
Delete
Add a segment...
Increase segment length...
Segment Name
Length
Separator
Fund
2
- Hyphen
Account code
4
- Hyphen
Department
2
930
932
934
936
920
Number of characters available: 20
Configuration
General
Account Setup
1222
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:30 PM
900

FIG. 9

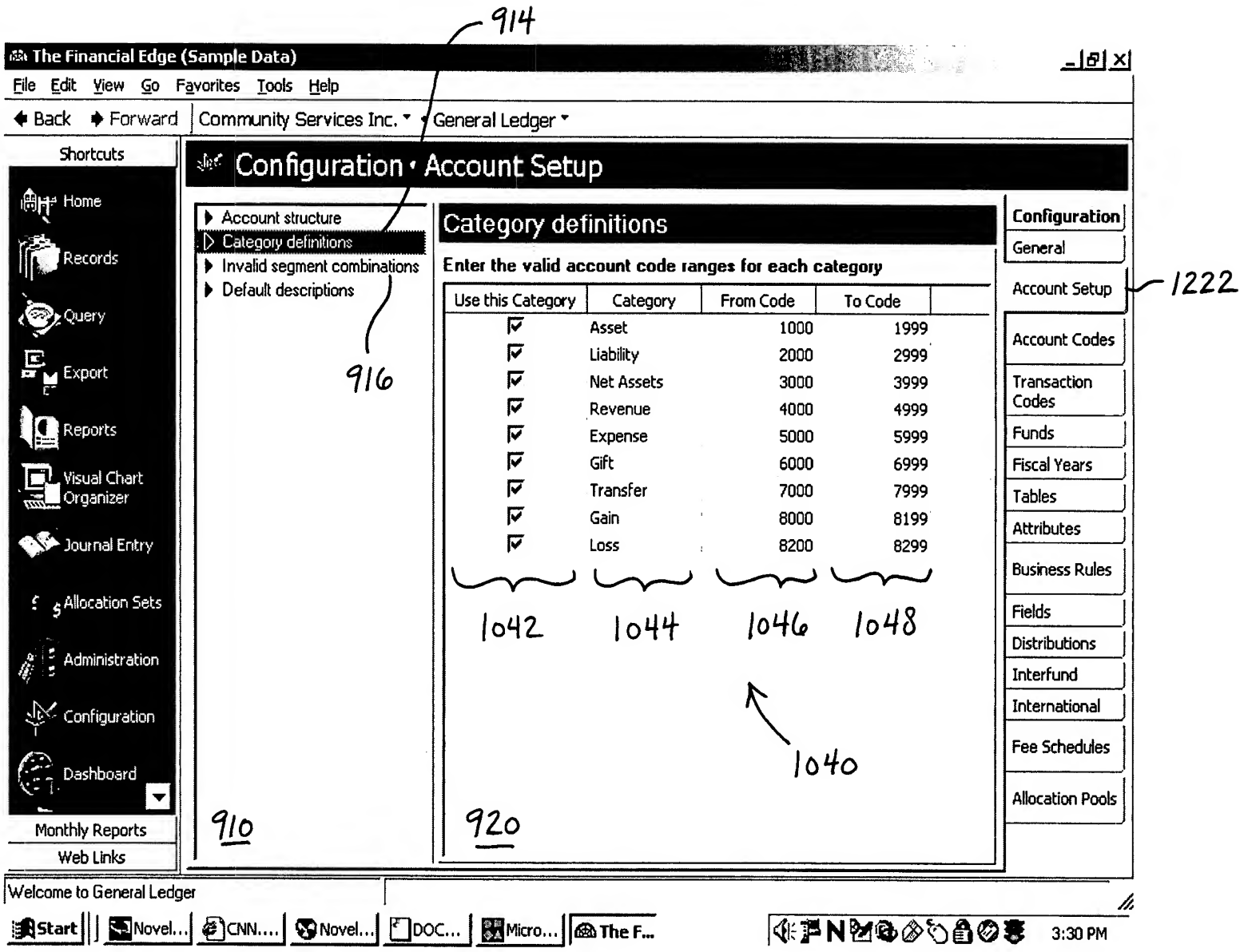

914
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Account Setup
Account structure
Category definitions
Invalid segment combinations
Default descriptions
916
910
Category definitions
Enter the valid account code ranges for each category
Use this Category | Category | From Code | To Code
Asset 1000 1999
Liability 2000 2999
Net Assets 3000 3999
Revenue 4000 4999
Expense 5000 5999
Gift 6000 6999
Transfer 7000 7999
Gain 8000 8199
Loss 8200 8299
1042
1044
1046
1048
1040
920
Configuration
General
Account Setup
1222
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:30 PM

FIG. 10

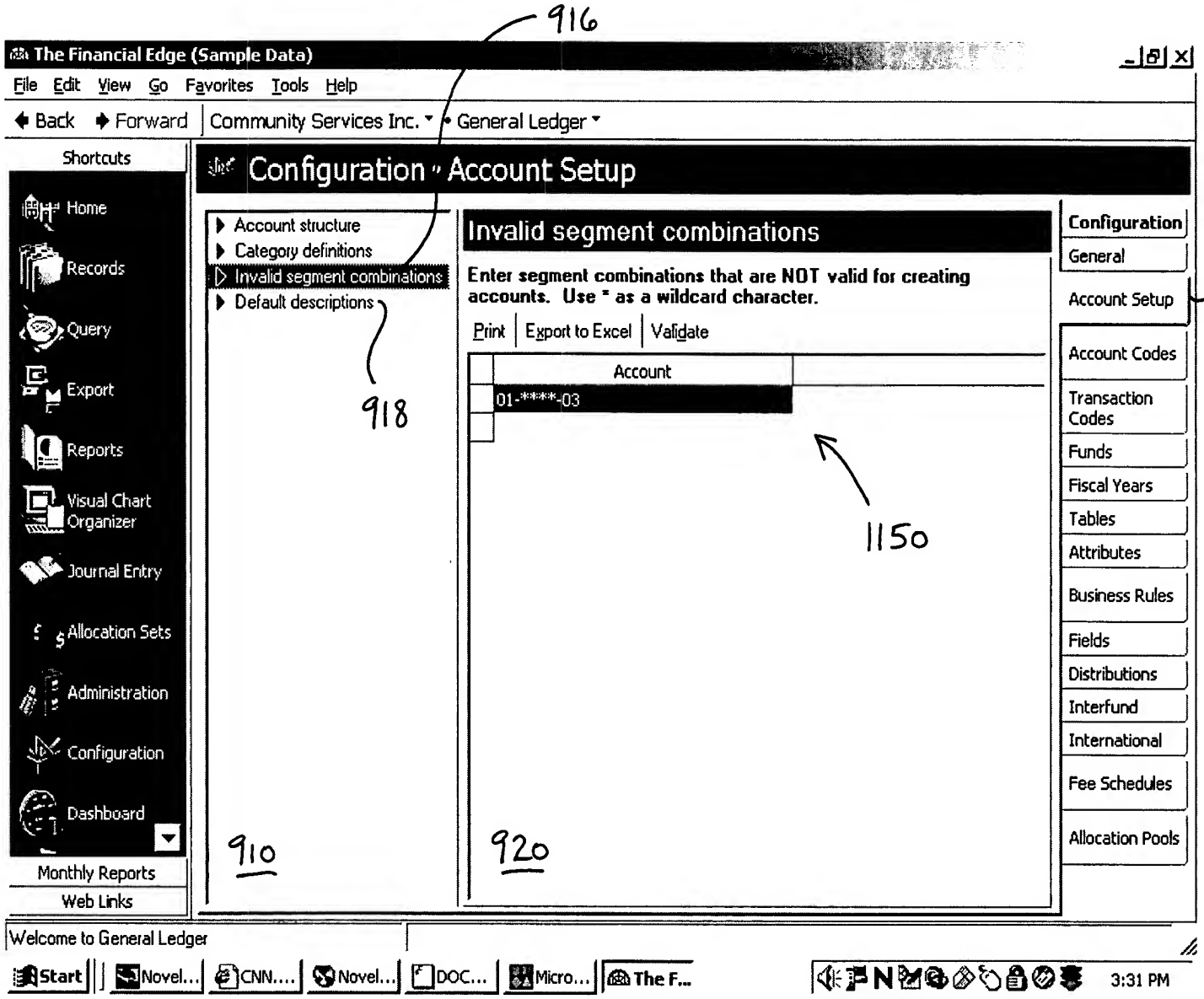

916
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration » Account Setup
Account structure
Category definitions
Invalid segment combinations
Default descriptions
918
910
Invalid segment combinations
Enter segment combinations that are NOT valid for creating accounts. Use * as a wildcard character.
Print Export to Excel Validate
Account
01-****-03
1150
920
Configuration
General
Account Setup
1222
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:31 PM

FIG. 11

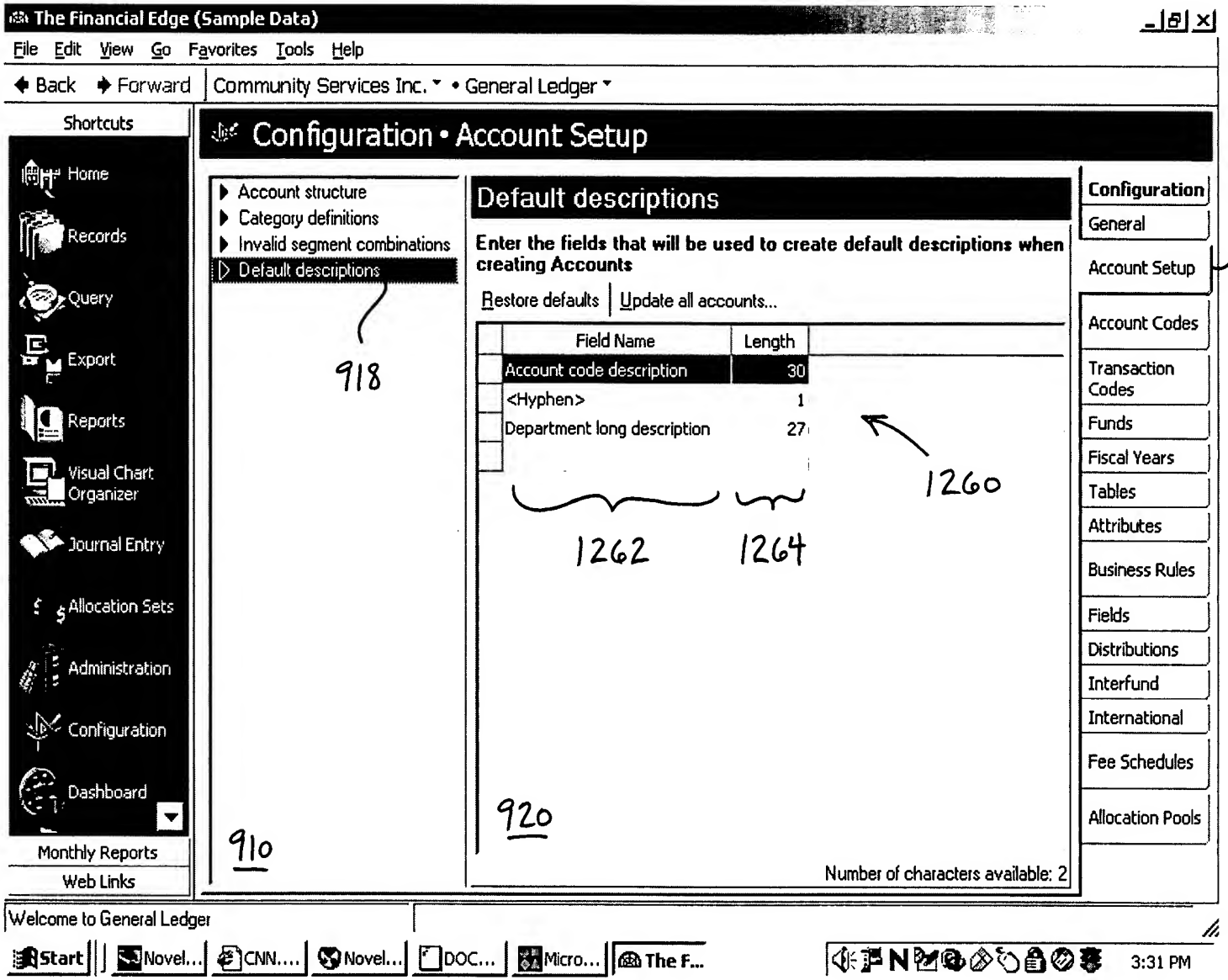

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Account Setup
Account structure
Category definitions
Invalid segment combinations
Default descriptions
918
910
Default descriptions
Enter the fields that will be used to create default descriptions when creating Accounts
Restore defaults | Update all accounts...
Field Name | Length
Account code description | 30
<Hyphen> | 1
Department long description | 27
1262
1264
1260
920
Number of characters available: 2
Configuration
General
Account Setup
1222
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:31 PM

FIG. 12

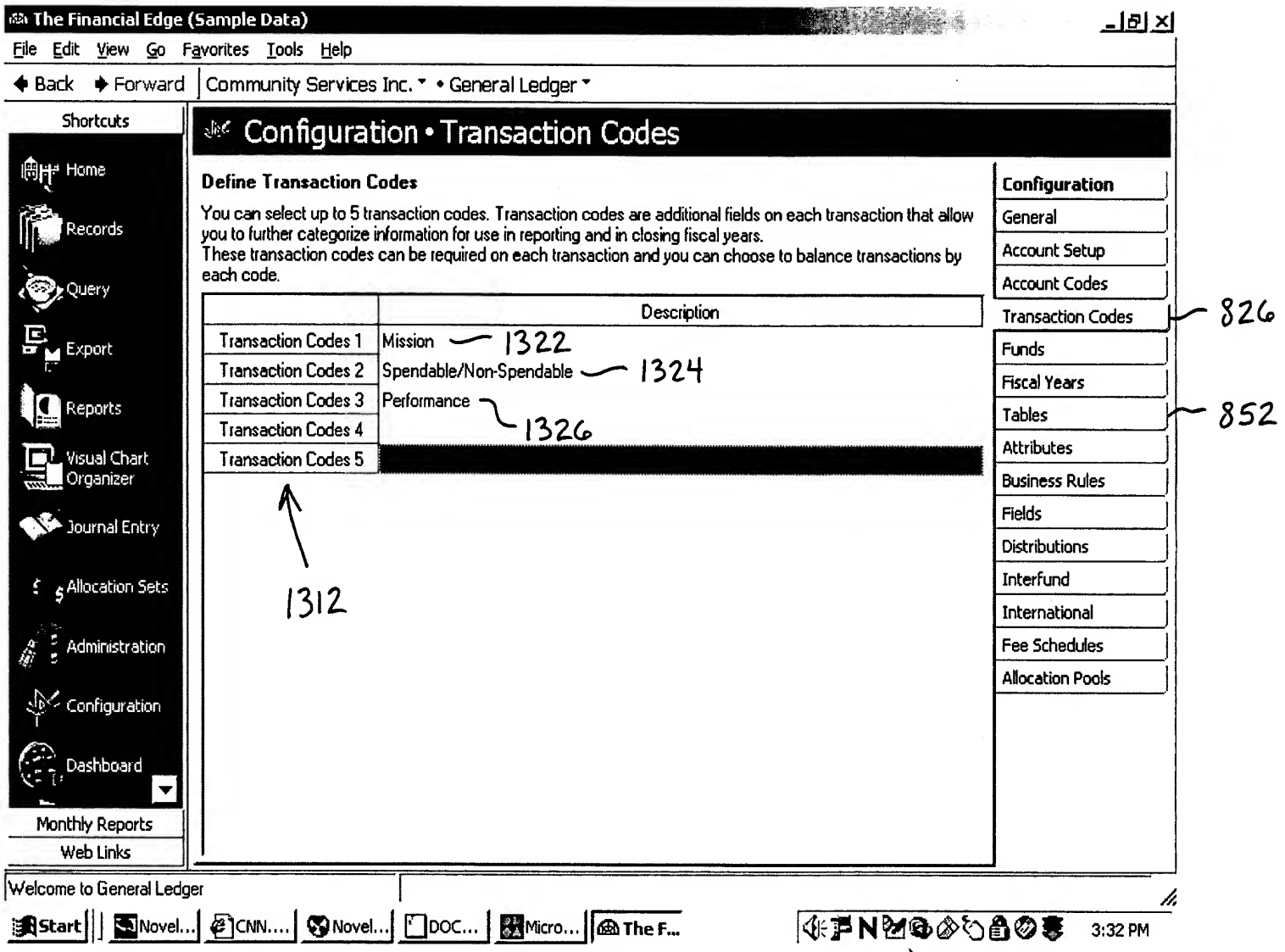

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Transaction Codes
Define Transaction Codes
You can select up to 5 transaction codes. Transaction codes are additional fields on each transaction that allow you to further categorize information for use in reporting and in closing fiscal years.
These transaction codes can be required on each transaction and you can choose to balance transactions by each code.
Description
Transaction Codes 1
Mission
1322
Transaction Codes 2
Spendable/Non-Spendable
1324
Transaction Codes 3
Performance
1326
Transaction Codes 4
Transaction Codes 5
1312
Configuration
General
Account Setup
Account Codes
Transaction Codes
826
Funds
Fiscal Years
Tables
852
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:32 PM

FIG. 13

1300

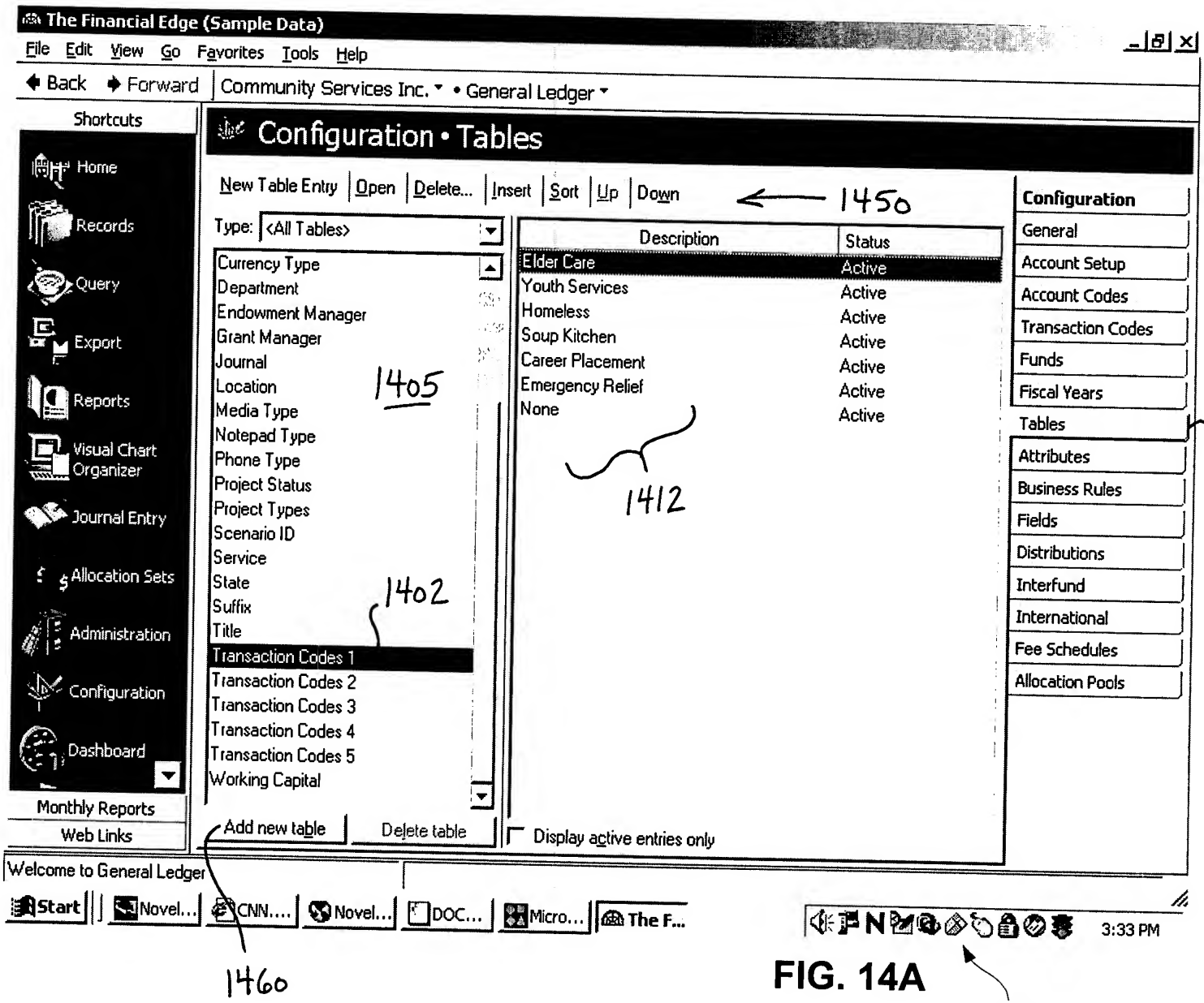

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Tables
New Table Entry Open Delete... Insert Sort Up Down
1450
Type: <All Tables>
Currency Type
Department
Endowment Manager
Grant Manager
Journal
Location
Media Type
Notepad Type
Phone Type
Project Status
Project Types
Scenario ID
Service
State
Suffix
Title
Transaction Codes 1
Transaction Codes 2
Transaction Codes 3
Transaction Codes 4
Transaction Codes 5
Working Capital
1405
1402
Description
Status
Elder Care Active
Youth Services Active
Homeless Active
Soup Kitchen Active
Career Placement Active
Emergency Relief Active
None Active
1412
Add new table
Delete table
Display active entries only
Configuration
General
Account Setup
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
852
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:33 PM
1460
1400

FIG. 14A

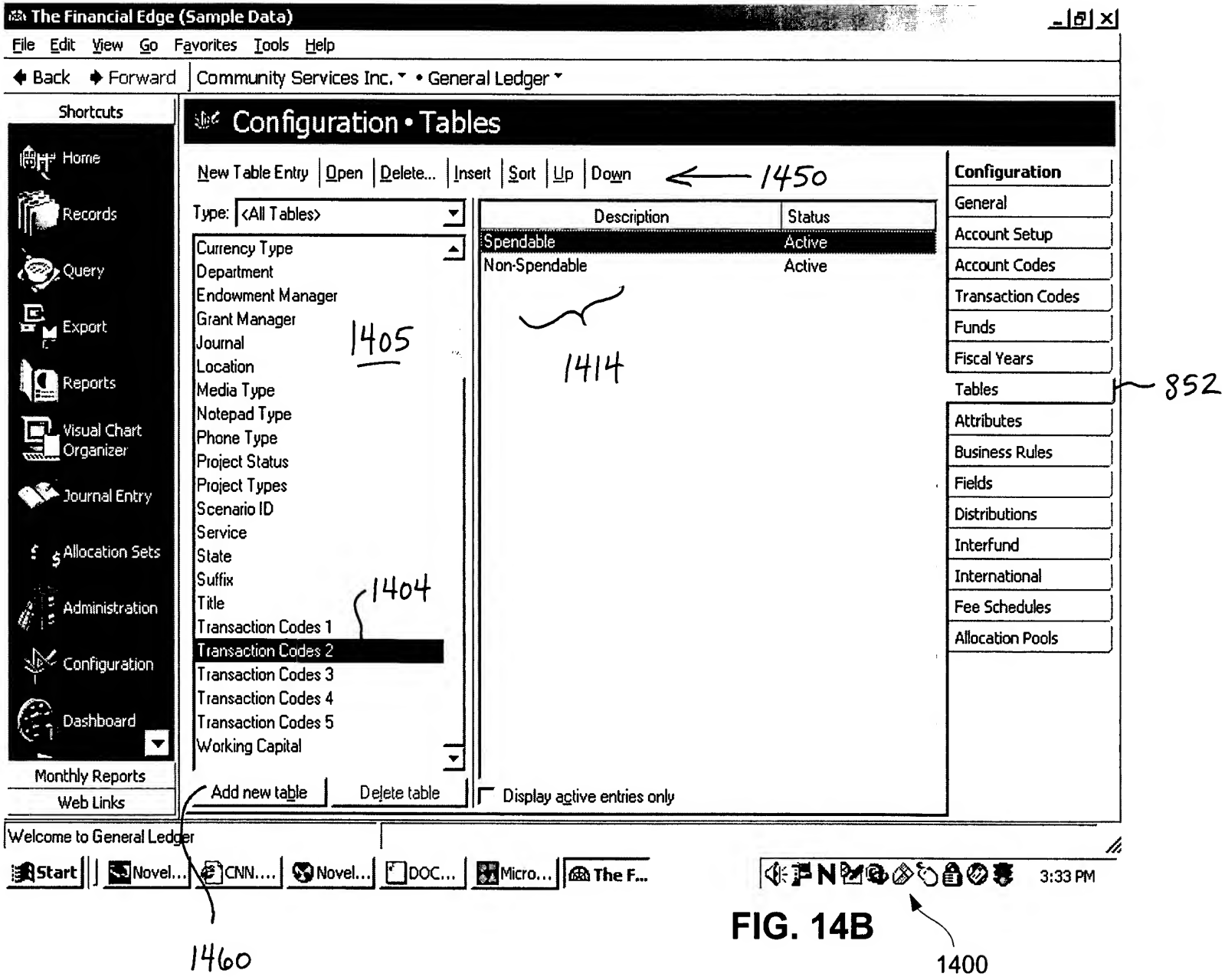

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Tables
New Table Entry Open Delete... Insert Sort Up Down
1450
Type: <All Tables>
Currency Type
Department
Endowment Manager
Grant Manager
Journal
Location
Media Type
Notepad Type
Phone Type
Project Status
Project Types
Scenario ID
Service
State
Suffix
Title
Transaction Codes 1
Transaction Codes 2
Transaction Codes 3
Transaction Codes 4
Transaction Codes 5
Working Capital
1405
1404
Add new table
Delete table
Description
Status
Spendable
Active
Non-Spendable
Active
1414
Display active entries only
Configuration
General
Account Setup
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
852
Welcome to General Ledger
Start
Novel...
CNN....
Novel...
DOC...
Micro...
The F...
3:33 PM
1460
1400

FIG. 14B

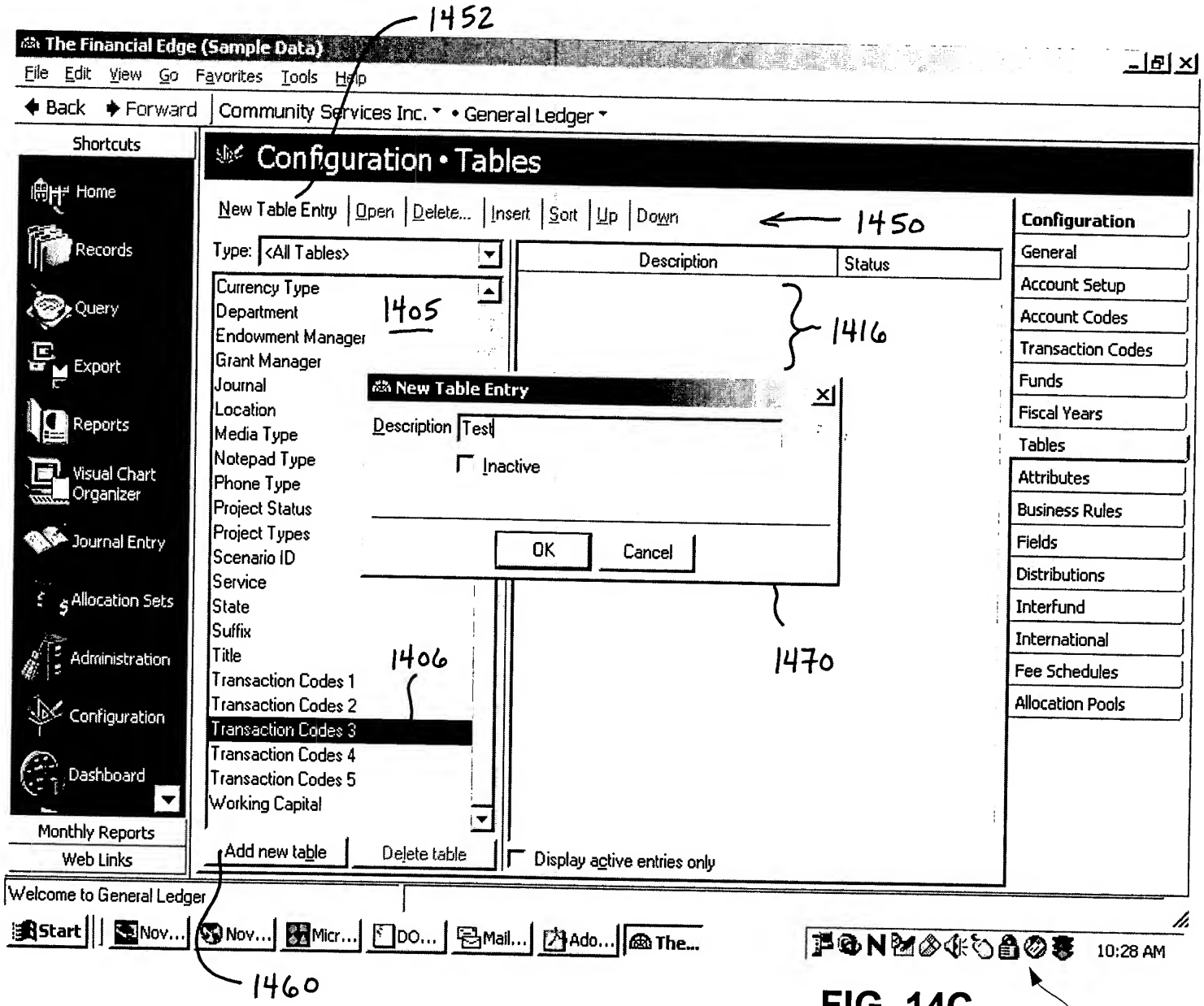

1452
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward
Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Tables
New Table Entry
Open
Delete...
Insert
Sort
Up
Down
1450
Type: <All Tables>
Currency Type
Department
Endowment Manager
Grant Manager
Journal
Location
Media Type
Notepad Type
Phone Type
Project Status
Project Types
Scenario ID
Service
State
Suffix
Title
Transaction Codes 1
Transaction Codes 2
Transaction Codes 3
Transaction Codes 4
Transaction Codes 5
Working Capital
1405
1406
Description
Status
1416
New Table Entry
Description Test
Inactive
OK
Cancel
1470
Add new table
Delete table
Display active entries only
Configuration
General
Account Setup
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
10:28 AM
1460

FIG. 14C

1400

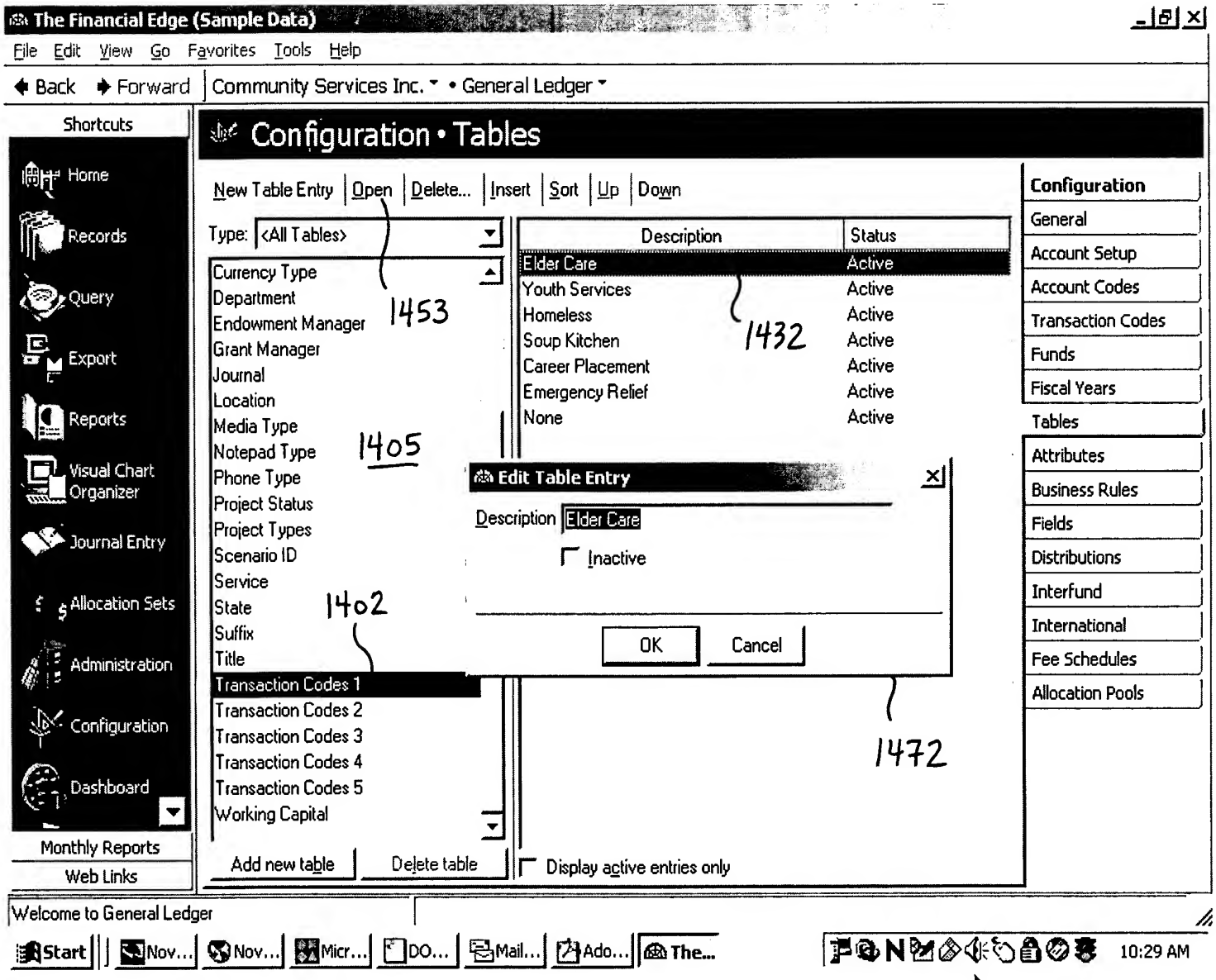

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Tables
New Table Entry Open Delete... Insert Sort Up Down
Type: <All Tables>
Currency Type
Department
Endowment Manager
Grant Manager
Journal
Location
Media Type
Notepad Type
Phone Type
Project Status
Project Types
Scenario ID
Service
State
Suffix
Title
Transaction Codes 1
Transaction Codes 2
Transaction Codes 3
Transaction Codes 4
Transaction Codes 5
Working Capital
Add new table
Delete table
Description
Status
Elder Care Active
Youth Services Active
Homeless Active
Soup Kitchen Active
Career Placement Active
Emergency Relief Active
None Active
Display active entries only
1453
1405
1402
1432
Edit Table Entry
Description Elder Care
Inactive
OK
Cancel
1472
Configuration
General
Account Setup
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
10:29 AM
1400

FIG. 14D

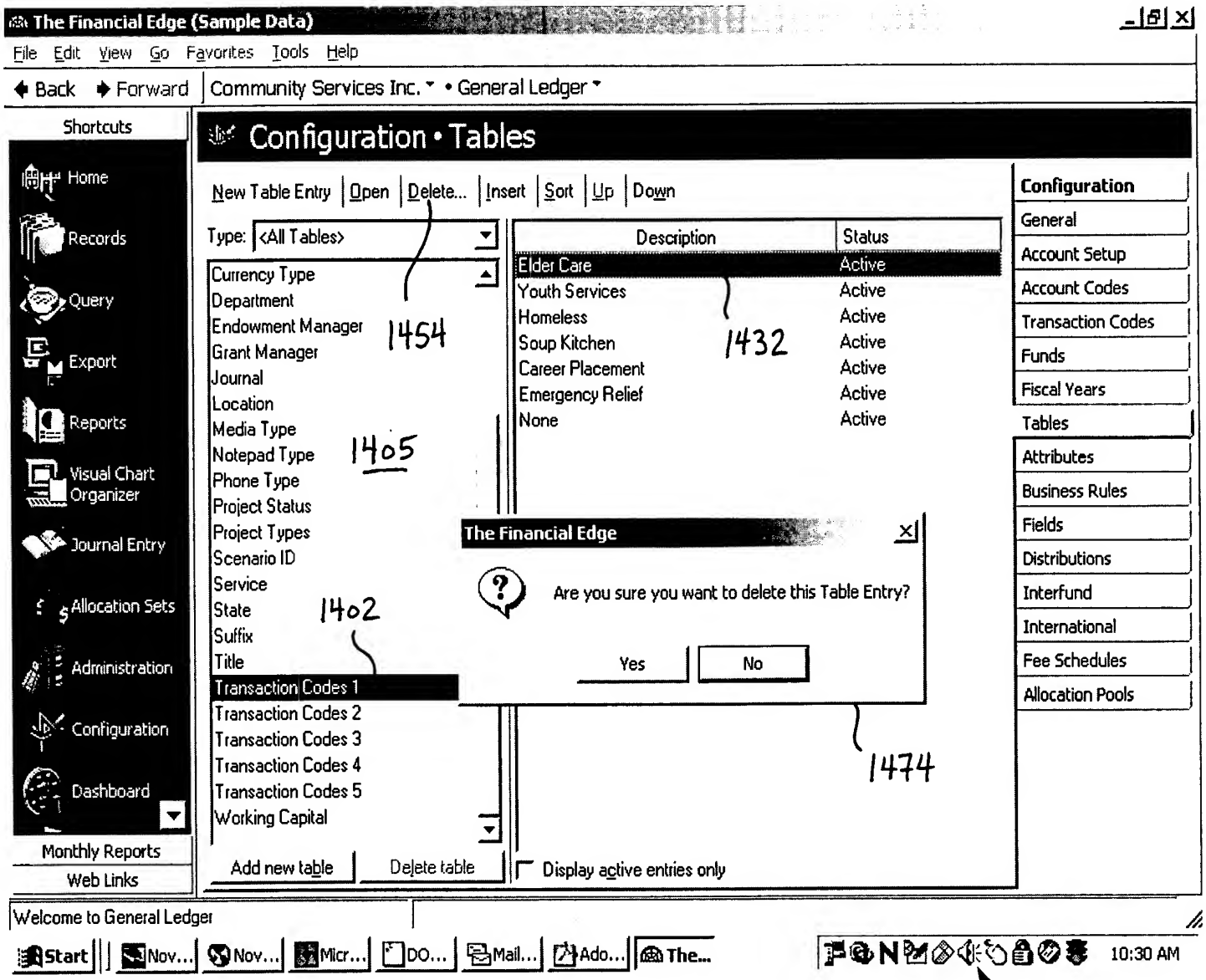

The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Tables
New Table Entry Open Delete... Insert Sort Up Down
Type: <All Tables>
Currency Type
Department
Endowment Manager
Grant Manager
Journal
Location
Media Type
Notepad Type
Phone Type
Project Status
Project Types
Scenario ID
Service
State
Suffix
Title
Transaction Codes 1
Transaction Codes 2
Transaction Codes 3
Transaction Codes 4
Transaction Codes 5
Working Capital
1454
1405
1402
Add new table
Delete table
Description
Status
Elder Care Active
Youth Services Active
Homeless Active
Soup Kitchen Active
Career Placement Active
Emergency Relief Active
None Active
1432
Display active entries only
The Financial Edge
Are you sure you want to delete this Table Entry?
Yes
No
1474
Configuration
General
Account Setup
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
10:30 AM

FIG. 14E

1400

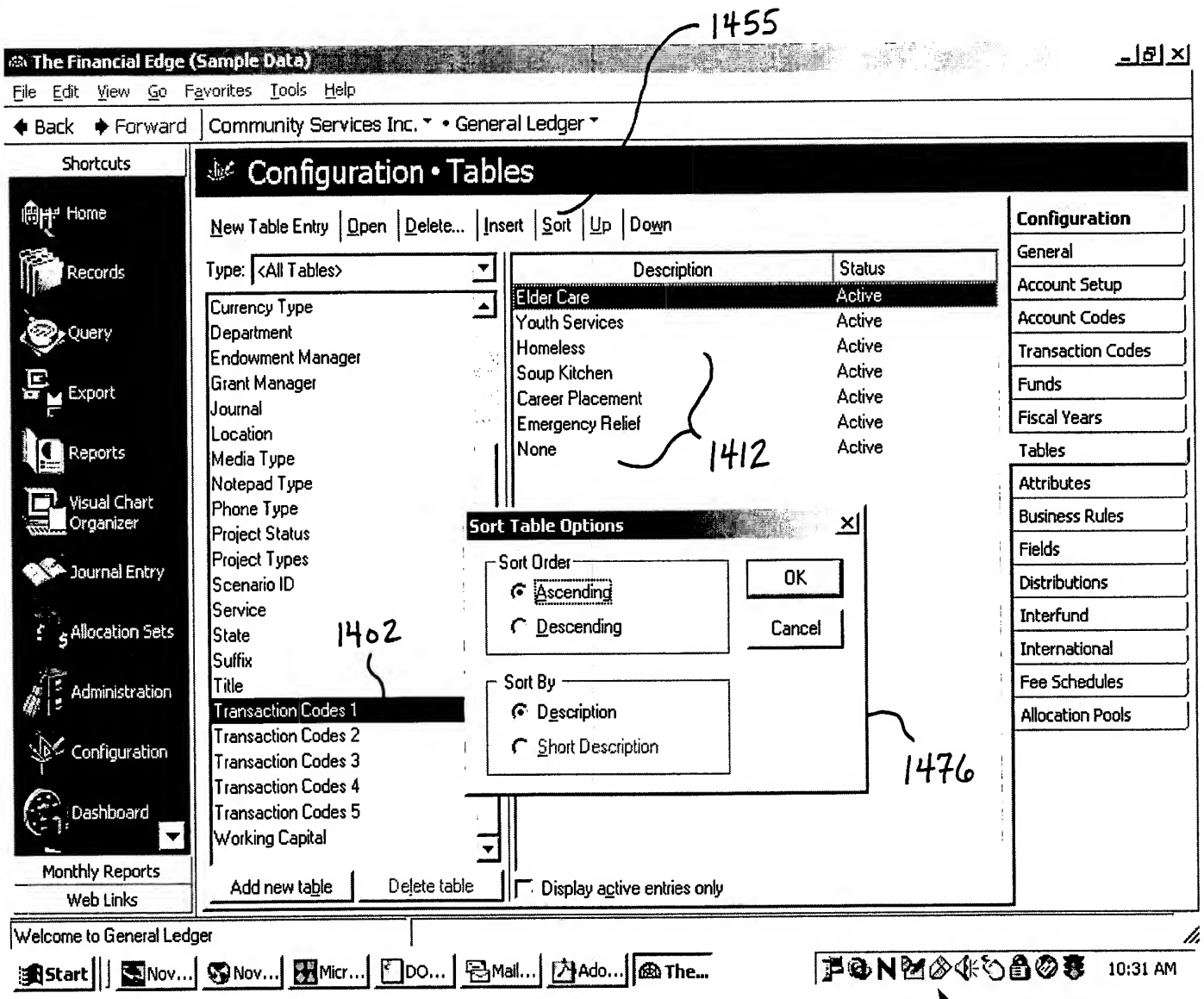

1455
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Configuration • Tables
New Table Entry Open Delete... Insert Sort Up Down
Type: <All Tables>
Currency Type
Department
Endowment Manager
Grant Manager
Journal
Location
Media Type
Notepad Type
Phone Type
Project Status
Project Types
Scenario ID
Service
State
Suffix
Title
Transaction Codes 1
Transaction Codes 2
Transaction Codes 3
Transaction Codes 4
Transaction Codes 5
Working Capital
1402
Add new table
Delete table
Description
Status
Elder Care Active
Youth Services Active
Homeless Active
Soup Kitchen Active
Career Placement Active
Emergency Relief Active
None Active
1412
Display active entries only
Sort Table Options
Sort Order
Ascending
Descending
OK
Cancel
Sort By
Description
Short Description
1476
Configuration
General
Account Setup
Account Codes
Transaction Codes
Funds
Fiscal Years
Tables
Attributes
Business Rules
Fields
Distributions
Interfund
International
Fee Schedules
Allocation Pools
Welcome to General Ledger
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
10:31 AM
1400

FIG. 14F

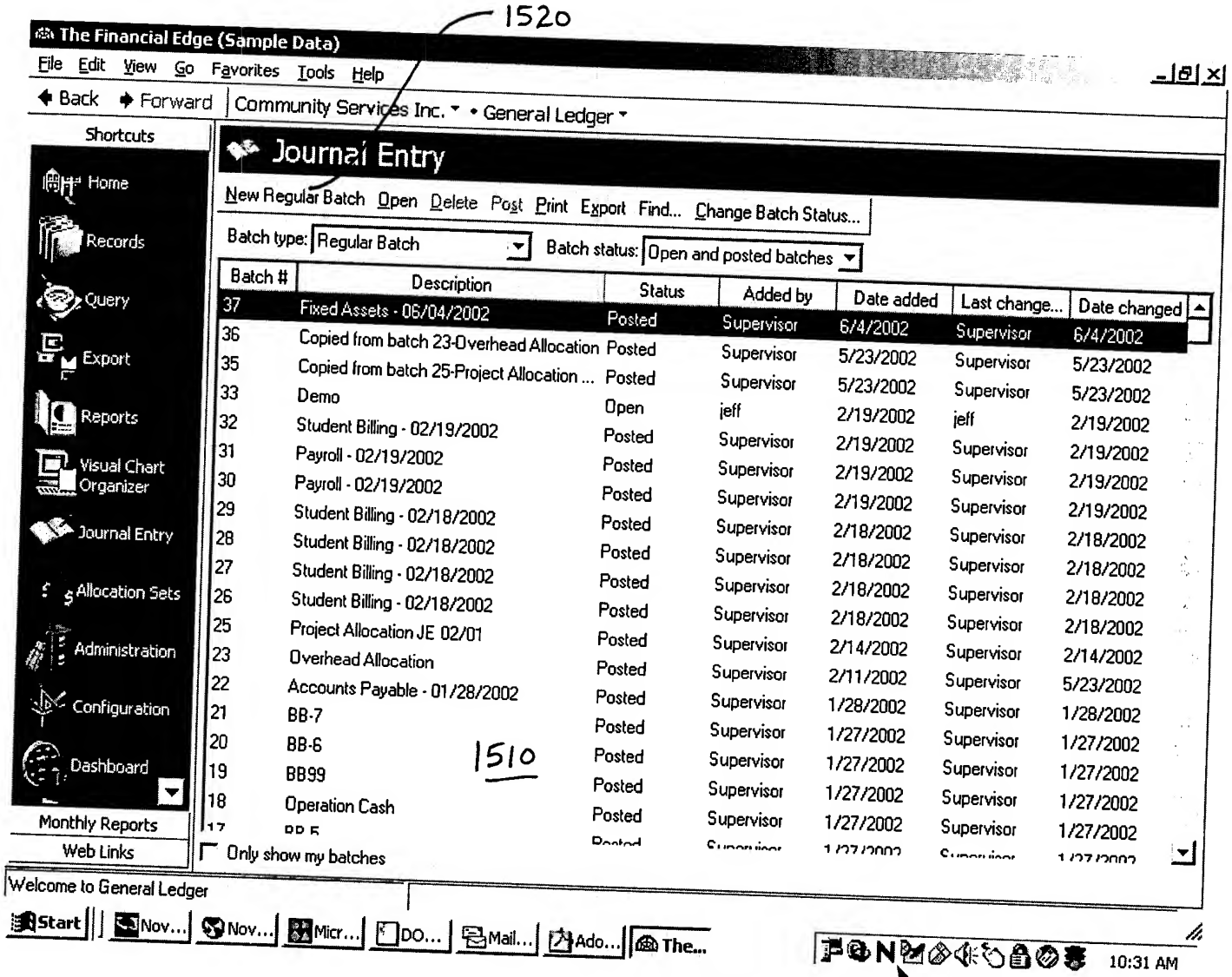

1520
The Financial Edge (Sample Data)
File Edit View Go Favorites Tools Help
Back Forward
Community Services Inc. • General Ledger
Shortcuts
Home
Records
Query
Export
Reports
Visual Chart Organizer
Journal Entry
Allocation Sets
Administration
Configuration
Dashboard
Monthly Reports
Web Links
Journal Entry
New Regular Batch Open Delete Post Print Export Find... Change Batch Status...
Batch type: Regular Batch
Batch status: Open and posted batches
Batch # Description Status Added by Date added Last change... Date changed
37 Fixed Assets - 06/04/2002 Posted Supervisor 6/4/2002 Supervisor 6/4/2002
36 Copied from batch 23-Overhead Allocation Posted Supervisor 5/23/2002 Supervisor 5/23/2002
35 Copied from batch 25-Project Allocation ... Posted Supervisor 5/23/2002 Supervisor 5/23/2002
33 Demo Open jeff 2/19/2002 jeff 2/19/2002
32 Student Billing - 02/19/2002 Posted Supervisor 2/19/2002 Supervisor 2/19/2002
31 Payroll - 02/19/2002 Posted Supervisor 2/19/2002 Supervisor 2/19/2002
30 Payroll - 02/19/2002 Posted Supervisor 2/19/2002 Supervisor 2/19/2002
29 Student Billing - 02/18/2002 Posted Supervisor 2/18/2002 Supervisor 2/18/2002
28 Student Billing - 02/18/2002 Posted Supervisor 2/18/2002 Supervisor 2/18/2002
27 Student Billing - 02/18/2002 Posted Supervisor 2/18/2002 Supervisor 2/18/2002
26 Student Billing - 02/18/2002 Posted Supervisor 2/18/2002 Supervisor 2/18/2002
25 Project Allocation JE 02/01 Posted Supervisor 2/14/2002 Supervisor 2/14/2002
23 Overhead Allocation Posted Supervisor 2/11/2002 Supervisor 5/23/2002
22 Accounts Payable - 01/28/2002 Posted Supervisor 1/28/2002 Supervisor 1/28/2002
21 BB-7 Posted Supervisor 1/27/2002 Supervisor 1/27/2002
20 BB-6 Posted Supervisor 1/27/2002 Supervisor 1/27/2002
19 BB99 Posted Supervisor 1/27/2002 Supervisor 1/27/2002
18 Operation Cash Posted Supervisor 1/27/2002 Supervisor 1/27/2002
1510
Only show my batches
Welcome to General Ledger
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
10:31 AM
1500

FIG. 15

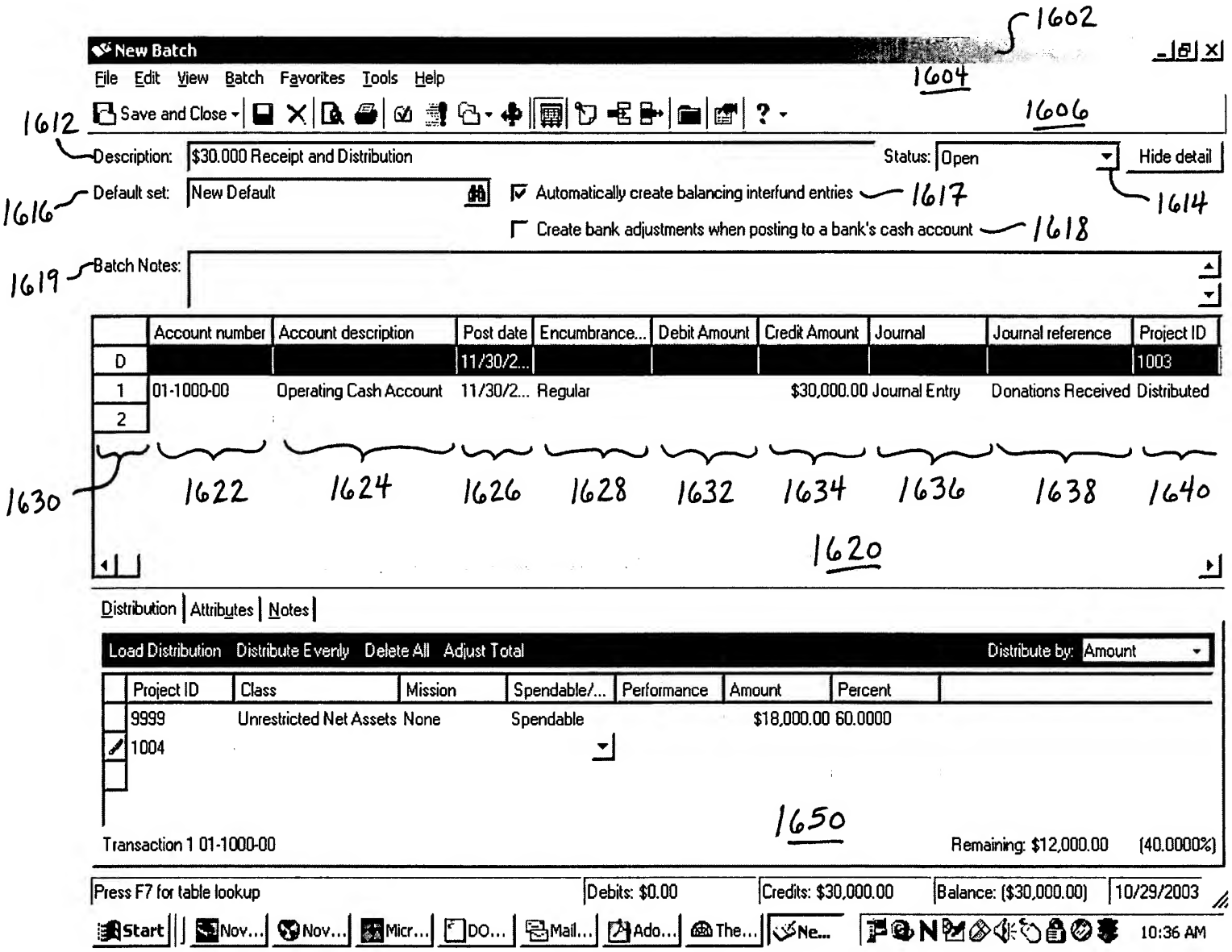

1602
New Batch
File Edit View Batch Favorites Tools Help
1604
1606
1612
Save and Close
Description: $30.000 Receipt and Distribution
Status: Open
Hide detail
1614
1616
Default set: New Default
Automatically create balancing interfund entries
1617
Create bank adjustments when posting to a bank's cash account
1618
1619
Batch Notes:
Account number | Account description | Post date | Encumbrance... | Debit Amount | Credit Amount | Journal | Journal reference | Project ID
D | 11/30/2... | 1003
1 | 01-1000-00 | Operating Cash Account | 11/30/2... | Regular | $30,000.00 | Journal Entry | Donations Received | Distributed
2
1630
1622
1624
1626
1628
1632
1634
1636
1638
1640
1620
Distribution | Attributes | Notes
Load Distribution | Distribute Evenly | Delete All | Adjust Total
Distribute by: Amount
Project ID | Class | Mission | Spendable/... | Performance | Amount | Percent
9999 | Unrestricted Net Assets | None | Spendable | $18,000.00 | 60.0000
1004
1650
Transaction 1 01-1000-00
Remaining: $12,000.00 (40.0000%)
Press F7 for table lookup
Debits: $0.00
Credits: $30,000.00
Balance: ($30,000.00)
10/29/2003
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
Ne...
10:36 AM

FIG. 16A

1600

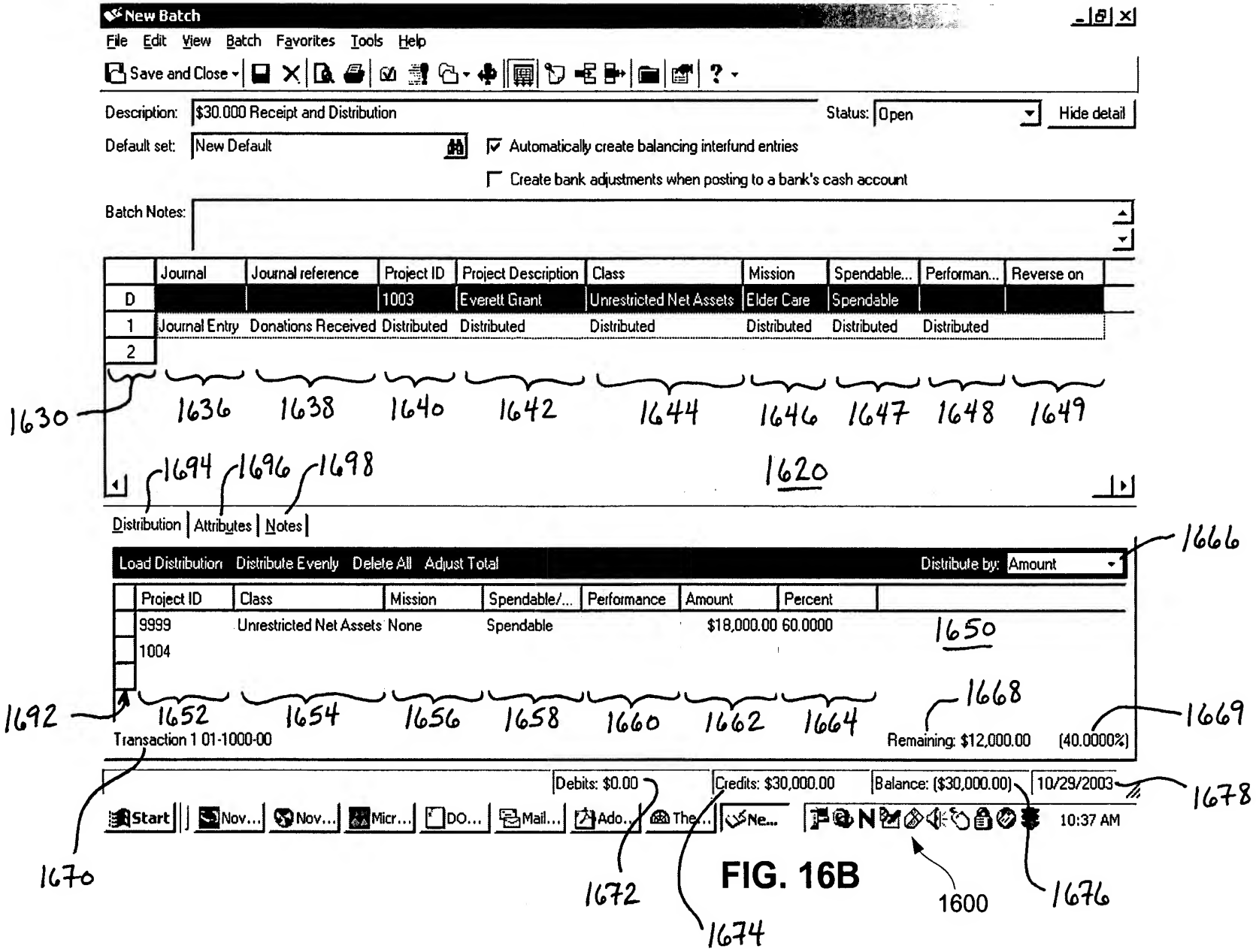

New Batch
File Edit View Batch Favorites Tools Help
Save and Close
Description: $30.000 Receipt and Distribution
Status: Open
Hide detail
Default set: New Default
Automatically create balancing interfund entries
Create bank adjustments when posting to a bank's cash account
Batch Notes:
Journal
Journal reference
Project ID
Project Description
Class
Mission
Spendable...
Performan...
Reverse on
D
1003
Everett Grant
Unrestricted Net Assets
Elder Care
Spendable
1 Journal Entry Donations Received Distributed Distributed Distributed Distributed Distributed Distributed
2
1630
1636
1638
1640
1642
1644
1646
1647
1648
1649
1694
1696
1698
1620
Distribution
Attributes
Notes
Load Distribution
Distribute Evenly
Delete All
Adjust Total
Distribute by: Amount
1666
Project ID
Class
Mission
Spendable/...
Performance
Amount
Percent
9999 Unrestricted Net Assets None Spendable $18,000.00 60.0000
1004
1650
1692
1652
1654
1656
1658
1660
1662
1664
1668
1669
Transaction 1 01-1000-00
Remaining: $12,000.00
(40.0000%)
Debits: $0.00
Credits: $30,000.00
Balance: ($30,000.00)
10/29/2003
1678
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
Ne...
10:37 AM
1670
1672
1674
1600
1676

FIG. 16B

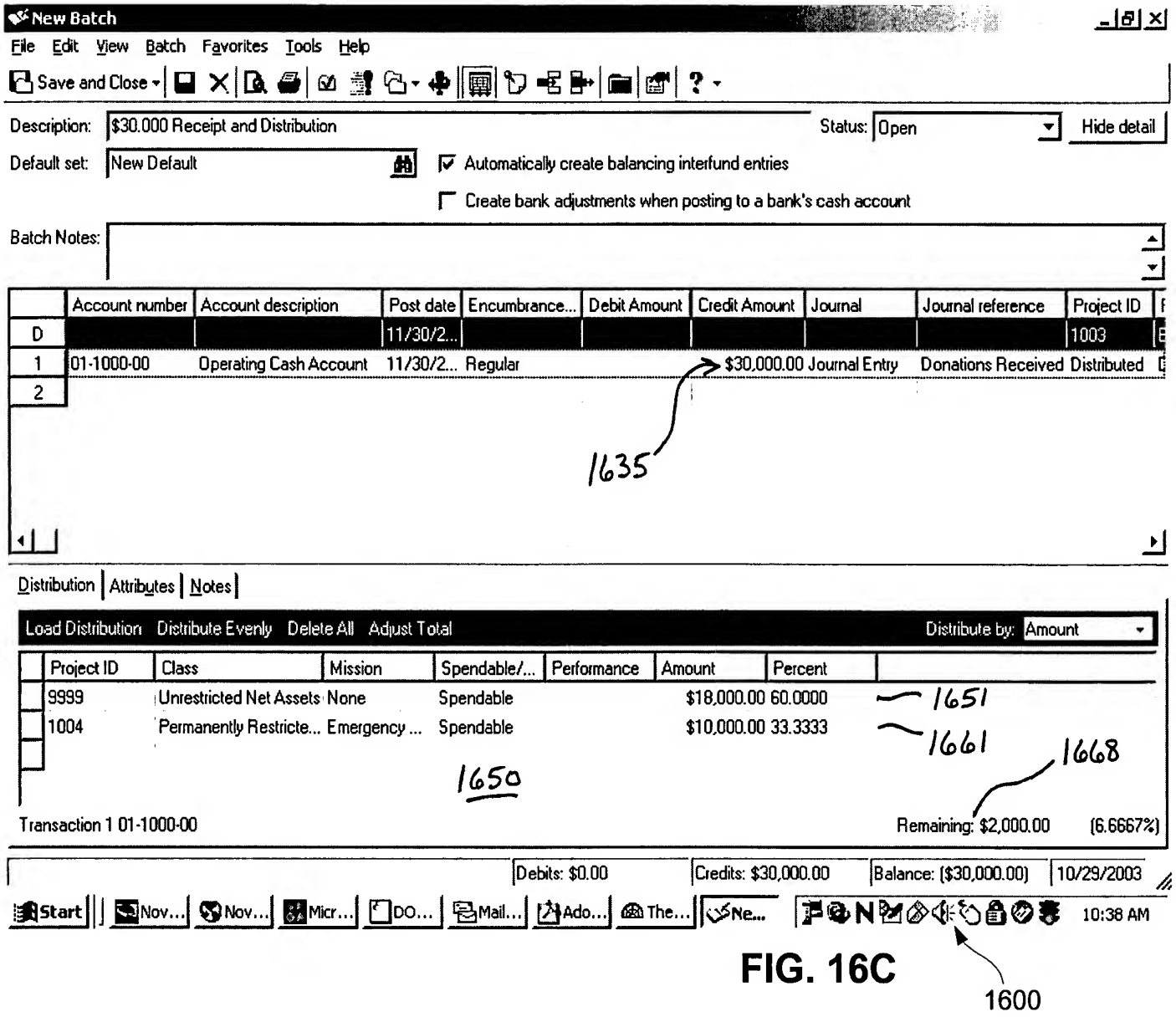

New Batch
File Edit View Batch Favorites Tools Help
Save and Close
Description: $30.000 Receipt and Distribution
Status: Open
Hide detail
Default set: New Default
Automatically create balancing interfund entries
Create bank adjustments when posting to a bank's cash account
Batch Notes:
Account number | Account description | Post date | Encumbrance... | Debit Amount | Credit Amount | Journal | Journal reference | Project ID
D | | 11/30/2... | | | | | | 1003
1 | 01-1000-00 | Operating Cash Account | 11/30/2... | Regular | | $30,000.00 | Journal Entry | Donations Received Distributed
2
1635
Distribution | Attributes | Notes
Load Distribution | Distribute Evenly | Delete All | Adjust Total
Distribute by: Amount
Project ID | Class | Mission | Spendable/... | Performance | Amount | Percent
9999 | Unrestricted Net Assets | None | Spendable | | $18,000.00 | 60.0000
1004 | Permanently Restricte... | Emergency ... | Spendable | | $10,000.00 | 33.3333
1651
1661
1650
1668
Transaction 1 01-1000-00
Remaining: $2,000.00 (6.6667%)
Debits: $0.00
Credits: $30,000.00
Balance: ($30,000.00)
10/29/2003
Start
Nov...
Nov...
Micr...
DO...
Mail...
Ado...
The...
Ne...
10:38 AM
1600

FIG. 16C

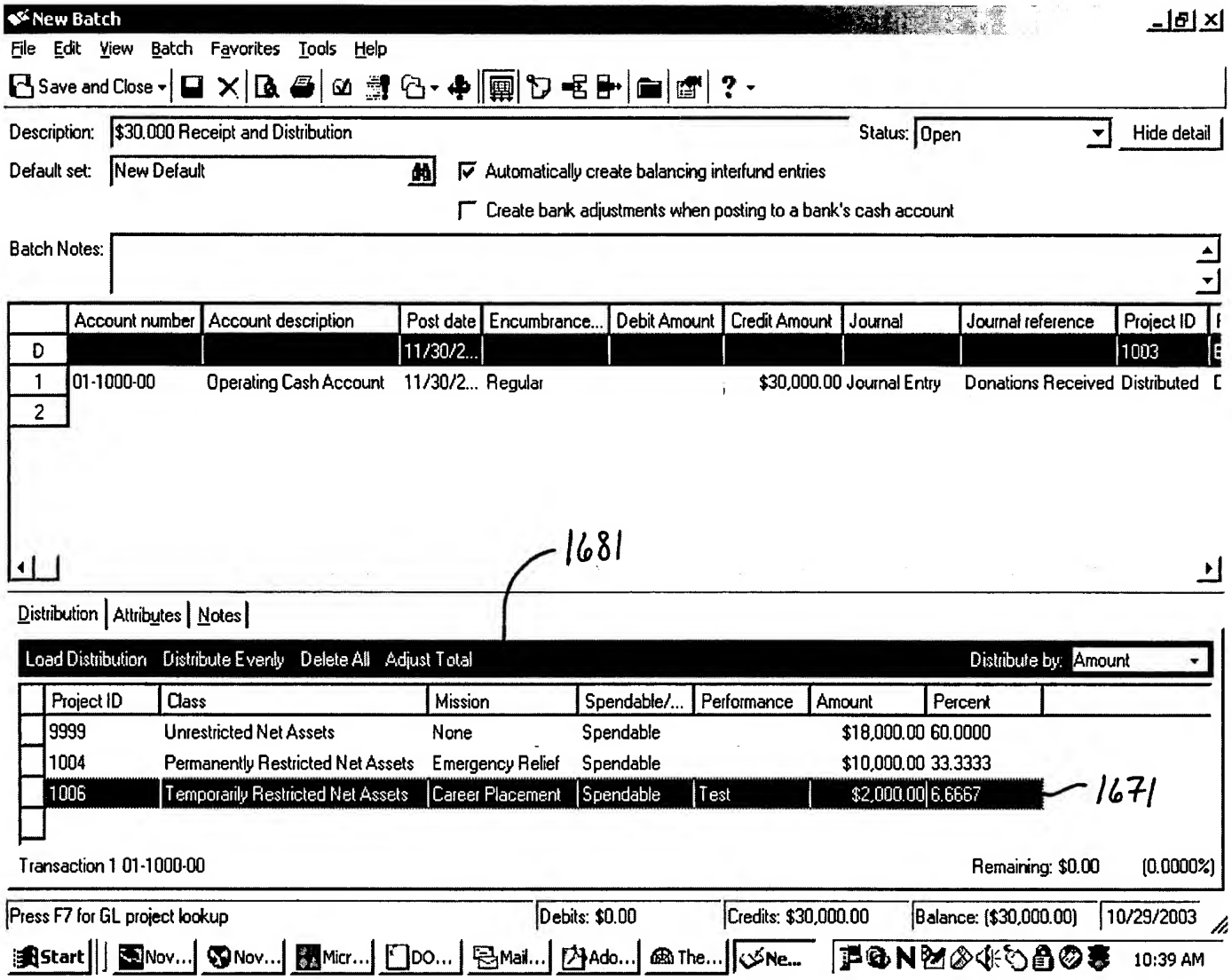

New Batch
File Edit View Batch Favorites Tools Help
Save and Close
Description: $30,000 Receipt and Distribution
Status: Open
Hide detail
Default set: New Default
Automatically create balancing interfund entries
Create bank adjustments when posting to a bank's cash account
Batch Notes:
Account number | Account description | Post date | Encumbrance... | Debit Amount | Credit Amount | Journal | Journal reference | Project ID
D | 11/30/2... | 1003
1 | 01-1000-00 | Operating Cash Account | 11/30/2... | Regular | $30,000.00 | Journal Entry | Donations Received Distributed
2
1681
Distribution | Attributes | Notes
Load Distribution | Distribute Evenly | Delete All | Adjust Total
Distribute by: Amount
Project ID | Class | Mission | Spendable/... | Performance | Amount | Percent
9999 | Unrestricted Net Assets | None | Spendable | $18,000.00 | 60.0000
1004 | Permanently Restricted Net Assets | Emergency Relief | Spendable | $10,000.00 | 33.3333
1006 | Temporarily Restricted Net Assets | Career Placement | Spendable | Test | $2,000.00 | 6.6667
1671
Transaction 1 01-1000-00
Remaining: $0.00 (0.0000%)
Press F7 for GL project lookup
Debits: $0.00
Credits: $30,000.00
Balance: ($30,000.00)
10/29/2003
Start
10:39 AM

FIG. 16D

1600

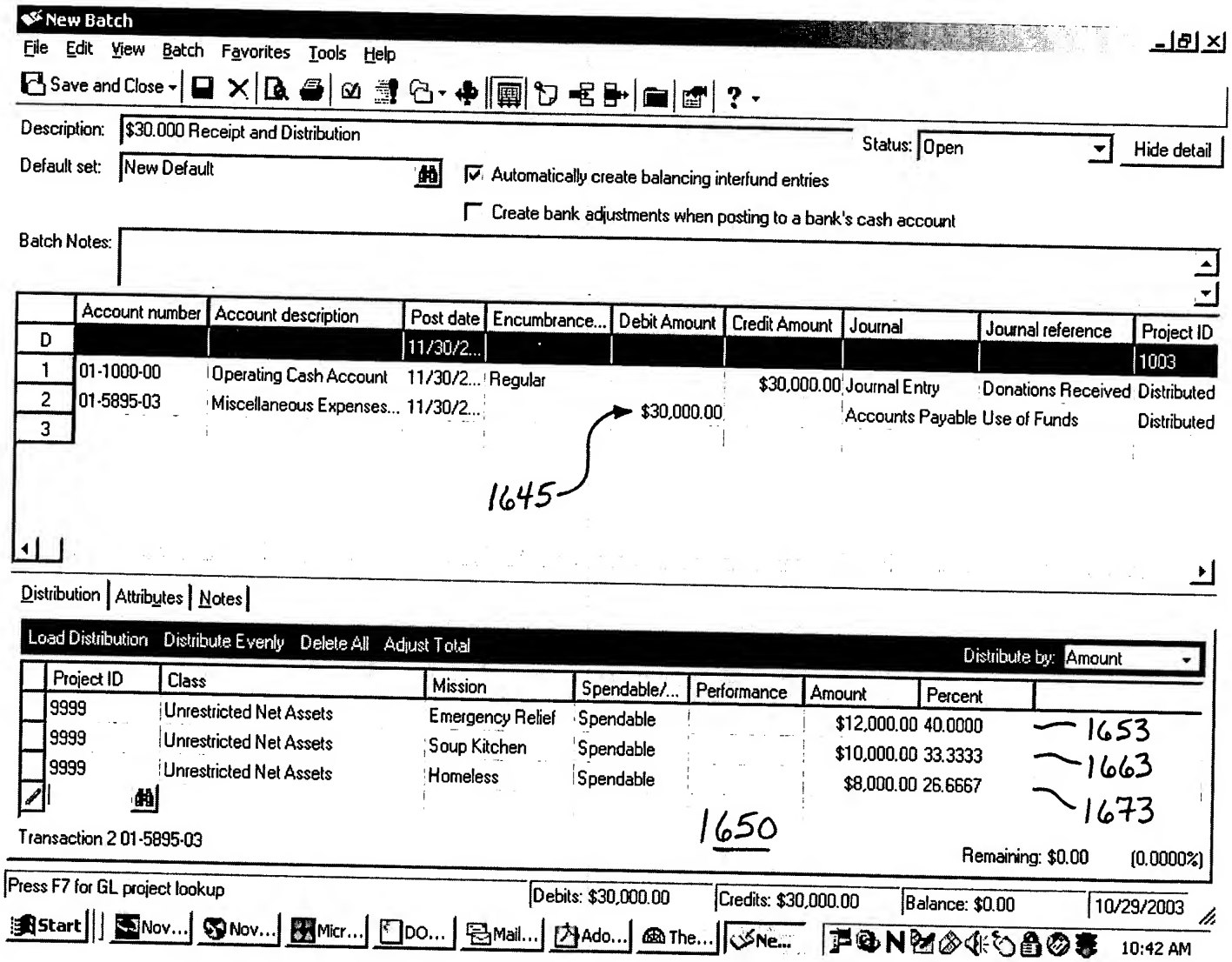

New Batch
File Edit View Batch Favorites Tools Help
Save and Close
Description: $30.000 Receipt and Distribution
Status: Open
Hide detail
Default set: New Default
Automatically create balancing interfund entries
Create bank adjustments when posting to a bank's cash account
Batch Notes:
Account number | Account description | Post date | Encumbrance... | Debit Amount | Credit Amount | Journal | Journal reference | Project ID
D | 11/30/2... | 1003
1 | 01-1000-00 | Operating Cash Account | 11/30/2... | Regular | $30,000.00 | Journal Entry | Donations Received | Distributed
2 | 01-5895-03 | Miscellaneous Expenses... | 11/30/2... | $30,000.00 | Accounts Payable | Use of Funds | Distributed
3
1645
Distribution | Attributes | Notes
Load Distribution | Distribute Evenly | Delete All | Adjust Total
Distribute by: Amount
Project ID | Class | Mission | Spendable/... | Performance | Amount | Percent
9999 | Unrestricted Net Assets | Emergency Relief | Spendable | $12,000.00 | 40.0000
9999 | Unrestricted Net Assets | Soup Kitchen | Spendable | $10,000.00 | 33.3333
9999 | Unrestricted Net Assets | Homeless | Spendable | $8,000.00 | 26.6667
1653
1663
1673
1650
Transaction 2 01-5895-03
Remaining: $0.00 (0.0000%)
Press F7 for GL project lookup
Debits: $30,000.00
Credits: $30,000.00
Balance: $0.00
10/29/2003
Start
10:42 AM
1600

FIG. 16E

FIG. 17

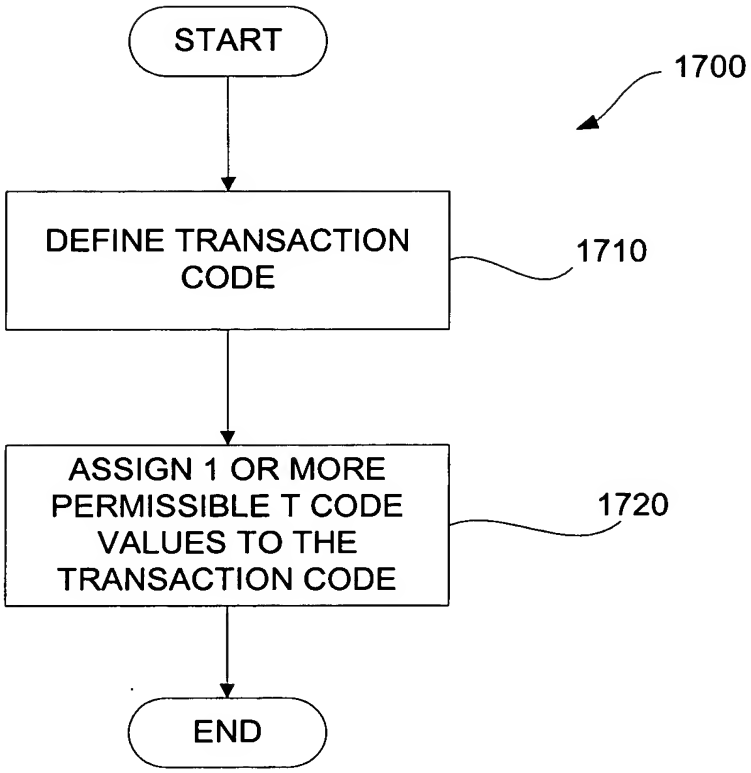
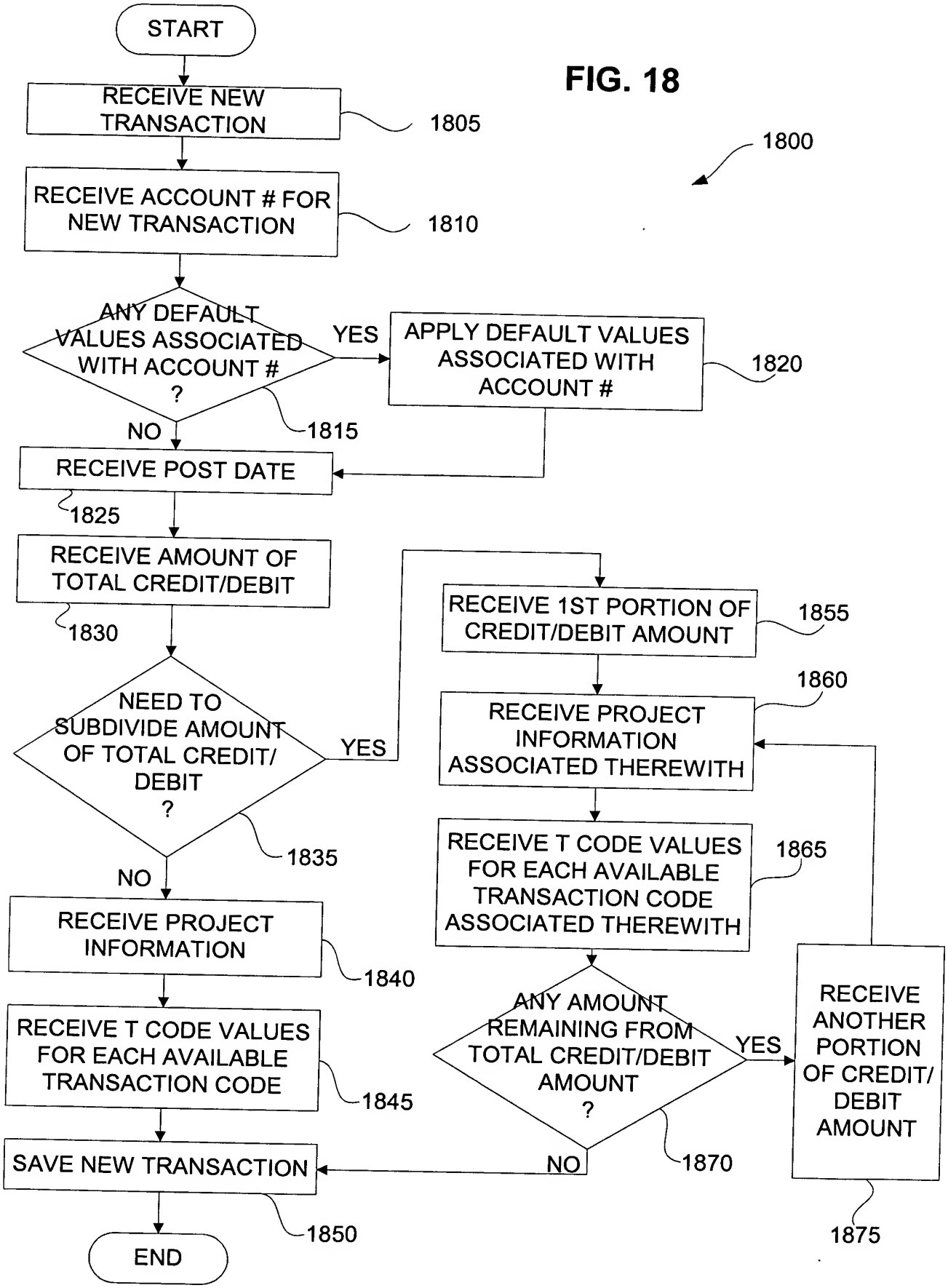

START
1700
DEFINE TRANSACTION CODE
1710
ASSIGN 1 OR MORE PERMISSIBLE T CODE VALUES TO THE TRANSACTION CODE
1720
END

FIG. 18


START
RECEIVE NEW TRANSACTION
1805
1800
RECEIVE ACCOUNT # FOR NEW TRANSACTION
1810
ANY DEFAULT VALUES ASSOCIATED WITH ACCOUNT # ?
YES
APPLY DEFAULT VALUES ASSOCIATED WITH ACCOUNT #
1820
1815
NO
RECEIVE POST DATE
1825
RECEIVE AMOUNT OF TOTAL CREDIT/DEBIT
1830
NEED TO SUBDIVIDE AMOUNT OF TOTAL CREDIT/ DEBIT ?
YES
1835
NO
RECEIVE 1ST PORTION OF CREDIT/DEBIT AMOUNT
1855
RECEIVE PROJECT INFORMATION ASSOCIATED THEREWITH
1860
RECEIVE T CODE VALUES FOR EACH AVAILABLE TRANSACTION CODE ASSOCIATED THEREWITH
1865
ANY AMOUNT REMAINING FROM TOTAL CREDIT/DEBIT AMOUNT ?
YES
1870
NO
RECEIVE ANOTHER PORTION OF CREDIT/ DEBIT AMOUNT
1875
RECEIVE PROJECT INFORMATION
1840
RECEIVE T CODE VALUES FOR EACH AVAILABLE TRANSACTION CODE
1845
SAVE NEW TRANSACTION
1850
END

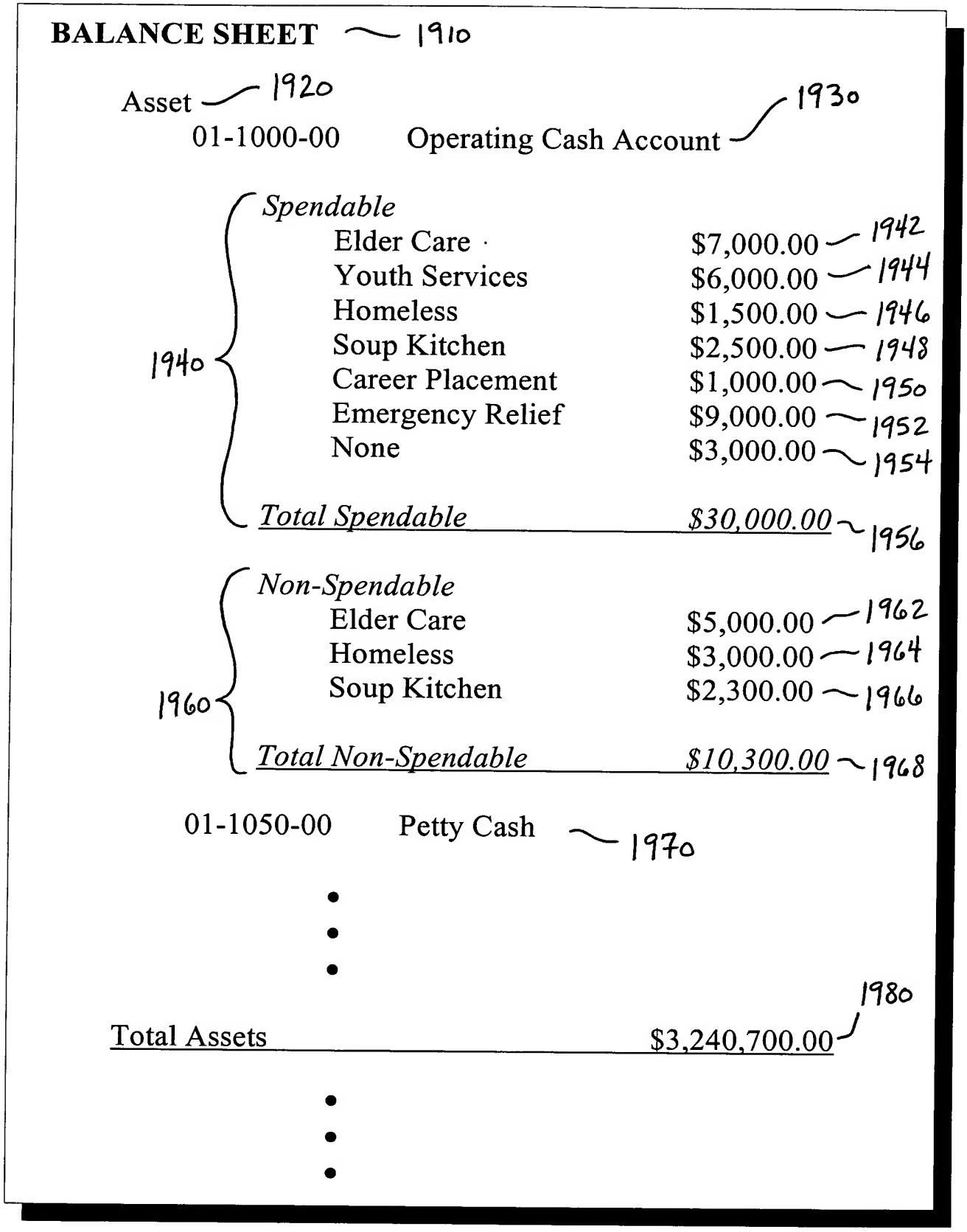

BALANCE SHEET 1910
Asset 1920
01-1000-00 Operating Cash Account 1930
1940
Spendable
Elder Care $7,000.00 1942
Youth Services $6,000.00 1944
Homeless $1,500.00 1946
Soup Kitchen $2,500.00 1948
Career Placement $1,000.00 1950
Emergency Relief $9,000.00 1952
None $3,000.00 1954
Total Spendable $30,000.00 1956
1960
Non-Spendable
Elder Care $5,000.00 1962
Homeless $3,000.00 1964
Soup Kitchen $2,300.00 1966
Total Non-Spendable $10,300.00 1968
01-1050-00 Petty Cash 1970
1980
Total Assets $3,240,700.00
1900

FIG. 19